



**St Michael's
CE Primary School**
Let your light shine

Head Teacher: Mr A Evans

Somerville Road
Bournemouth
Dorset
BH2 5LH

Site Manager

Grade 4, Scale Point 6-9

FTE (37 hours) = £25,183 - £26,409

Actual (40 hours) = £27,224 - £28,550

Hours of work = Mon – Fri, 6.30am – 3pm (30 min lunch)

Application Pack

Closing Date: Monday 21 April 2025

Interviews: TBC

Contents

Welcome to St Michael's Church of England Primary School	3
Our Church School Vision	4
School Values	4
Aims	4
About St Michael's Church of England School.....	5
Person Specification for Site Manager	Error! Bookmark not defined.
Job Description for Site Manager.....	9

Welcome to St Michael's Church of England Primary School

I am thrilled that you have decided to apply for the role of Site Manager at our school.

You will be part of a thriving community of over ninety members of staff and over six hundred and thirty children and their parents. No two days are ever the same and this variety and diversity makes the school the incredible place we all love.

My vision is encapsulated in the aims and vision statement below. Your role will be to work as part of a diligent team of teachers and support staff that make these aims a daily reality for our children.

I look forward to receiving your application, and welcome visits by appointment with the school office.

Our school is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced with barred list check from the Disclosure and Barring Service. As part of our Safer Recruitment process, please take the time to read through our 'Safeguarding and Child Protection Policy', which can be found by following the below link:

<https://www.stmichaelsprimary.bournemouth.sch.uk/policies/>

Our School also completes an online search on shortlisted candidates, as part of our due diligence checks.

Yours faithfully



Anthony Evans
Headteacher



Our Church School Vision

Our vision is used across all policies and guides our work. Our vision is:

Like a lighthouse, St Michael's is a beacon of safety and stability. It takes courage to learn and remember knowledge, develop new skills and allow your own light to shine in the world. We respect our differences and know that working peacefully together allows our lights to shine more brightly.

'Let your light shine' Matthew 5:16

School Values

Our school values are **Peace, Courage, and Respect**

Aims

We have simplified our vision and values into our school aims listed below:



About St Michael's Church of England School

St Michael's School has been educating, serving and nurturing the children of Bournemouth for almost 150 years, existing on its current site since 1878. Many years and building projects later, St Michael's is now a modern, well-equipped, three-form entry primary school. The school welcomes children from Reception to Year 6.

Situated in central Bournemouth, a coastal town boasting nine miles of sandy beaches. Bournemouth has a rich history dating back to Victorian times, when it played host to literary icons such as Mary Shelley and J R R Tolkein. Once a popular spa town, it remains a desirable holiday destination and a vibrant place to live.

Owing to its unique location, the children of St Michael's are able to take advantage of all Bournemouth has to offer. From trips to the fascinating Russell-Cotes Art Gallery and Museum, to participating in events at the impressive Bournemouth Library and enjoying sports days on the beach. All right on our doorstep.

As the population of Bournemouth has evolved over the past two decades, so has that of St Michael's. One of the school's many strengths lies in the diversity of its pupils and their families. Between them, the children of St Michael's are able to speak or understand over fifty languages and come from all around the world. The children's cultures and languages are celebrated and seen as valuable assets in enhancing their learning journey as they move toward being global citizens of the future.

St Michael's is a Church of England school with an active link to St Michael's Church, a short walk away. At its heart are the Christian values of Peace, Courage and Respect. Our school's Christian vision is expressed by the verse from Matthew 'Let your light shine' – every individual is given the space and encouragement to find their strengths and fulfil their potential.

The children work hard learning a challenging, knowledge-rich curriculum, taught by passionate, committed teachers who go over and above to provide the best learning experiences for each child in their class. Teachers and teaching assistants work in an environment of mutual respect and support, keeping up to date with the latest research-based evidence, through regular training, discussion and study, to constantly develop and improve their pedagogy and practice. They seek to adapt and respond to the changing needs of their pupils and provide the best possible, rounded education in an atmosphere of safety, stability and inclusivity.

The school's varied and engaging curriculum is reflective of the wonderfully diverse community it serves. It has been designed to prepare children with the social, moral, cultural and academic knowledge they need to move forward confidently into secondary school and beyond. Pupils are provided with a wide range of opportunities and experiences to stimulate their curiosity, enhance their learning and inspire them to develop their aspirations.

Site Manager

Books are a fundamental part of school life at St Michael's, where children enjoy reading for pleasure and are taught by teachers who love to read. Our children become confident, life-long readers themselves through a rich and diverse diet of books.

Both children and staff are supported by a dedicated Senior Leadership Team (and a dog), who lead the school forward with the clear vision of providing a place of safety and stability, of courage and respect, where children love to learn. In addition, a friendly, efficient Office Team contributes to the smooth day-to-day running of the school. All staff are an integral part of our team and vital in facilitating the exceptional educational experience St Michael's strives to offer to each and every one of its children.

Main Purpose of the Role

The Site Manager plays a crucial role in maintaining the safety, security, and cleanliness of St Michael's Church of England Primary School. As the main keyholder, the Site Manager is responsible for ensuring the school premises are properly locked, unlocked, and alarmed, providing a safe and secure environment for the school community. Additionally, the Site Manager is responsible for overseeing the general maintenance and upkeep of the school site, contributing to the school's vision of being a place of safety and enabling the light in every child to shine.

Key Responsibilities and Duties

Security and Site Management

- Act as the main keyholder, responsible for locking and unlocking the school premises and setting/responding to the security alarms
- Be the primary point of contact for contractors responsible for maintaining the school's security systems, fire alarms, and other health and safety-related maintenance
- Conduct regular checks on site security, emergency lighting, alarm systems, fire extinguishers, lifts, automatic doors, playground and gym equipment, legionella, PAT testing, and ladders
- Assist with fire and lockdown drills as a designated Fire Safety Officer

Compliance

- Maintain and adhere to the "I Am Compliant" system, ensuring the school's compliance with relevant regulations and legislation
- Work alongside the Headteacher to ensure that the school meets and exceeds the standards of the **annual health and safety audit**
- Raise concerns and act immediately to address hazards, ensuring a safe environment for all pupils and staff

Maintenance and Cleaning

- Ensure all general site maintenance tasks are completed efficiently, including the maintenance of staff and pupil toilet facilities
- **Prioritise work** to complete and follow a **schedule of maintenance and decoration** for both the external and internal areas of the school
- Arrange for the collection and disposal of school waste in an appropriate manner
- Maintain the cleanliness and safety of the school site, ensuring that the site is cleaned to the **highest standard** and addressing any issues promptly

Site Manager

- **Ensure that toilets are clean, hygienic, and stocked with paper, soap, and clean water**
- Order caretaking and cleaning equipment, and organise the receipt and storage of deliveries

Event Support

- Assist with the set-up of school events, ensuring the appropriate spaces are prepared and ready

Line Management and Accountability

- The Site manager reports directly to the Headteacher and shares/gains direction in a weekly site meeting.
- Day-to-day working will be alongside the School Business Manager, ensuring effective communication and collaboration.
- Manage the Site Assistant, delegating tasks and ensuring the smooth running of the team
- Liaise with the onsite cleaning supervisor to ensure the cleanliness of the site is maintained
- Manage the monthly cleaning audit with the external cleaning manager
- Address areas of complaint and underperformance with the cleaning company, ensuring that standards are met and maintained
- Complete and accurately record daily, weekly, termly, and annual checks as dictated by the health and safety schedule
- Ensure the caretaking team follows all relevant health and safety procedures

Skills and Competencies

- Strong organisational and time management skills to effectively prioritise and complete a wide range of tasks
- **Excellent communication skills** to liaise with all staff through timely email and face-to-face interactions, ensuring respect and professionalism in all communications
- Excellent problem-solving abilities to identify and resolve maintenance and security issues
- Practical skills and knowledge to carry out general maintenance and DIY tasks
- Ability to work independently and as part of a team to support the overall objectives of the school
- Familiarity with health and safety regulations and the ability to ensure compliance within the school environment

Site Manager

- Strong IT skills to maintain records and liaise with the school's administrative team

Professional Development

St Michael's Church of England Primary School is committed to the continuous professional development of all staff. The Site manager will be encouraged to participate in relevant training opportunities to enhance their skills and knowledge, contributing to the school's vision of enabling all members of the community to flourish.

- **Stay Updated on Legislation:** The Site manager will need to stay up to date with key legislation surrounding health and safety, including but not limited to:
 - **Control of Substances Hazardous to Health (COSHH):** Understanding the safe handling and storage of hazardous substances.
 - **Fire Safety Regulations:** Keeping informed about fire safety protocols and emergency procedures to ensure the safety of pupils and staff.
 - **Health and Safety at Work Act:** Familiarity with the requirements to maintain a safe working environment.
 - **First Aid Regulations:** Ensuring compliance with first aid training and protocols.

By engaging in ongoing professional development and remaining informed about relevant legislation, the Site manager will contribute to a safe and compliant school environment.

Safeguarding

The Site manager plays a crucial role in maintaining the safety and well-being of pupils at St Michael's Church of England Primary School. They will be expected to:

- Work in line with the school's safeguarding and child protection policies and procedures, as well as relevant statutory guidance (e.g., Keeping Children Safe in Education, Prevent)
- Report any safeguarding concerns to the Designated Safeguarding Lead (DSL) and support the school's efforts to promote the best interests of all pupils
- Ensure the school site remains secure and that access to the premises is appropriately monitored and controlled
- Contribute to the creation and maintenance of a safe, nurturing, and inclusive environment for all pupils, staff, and visitors
- Maintain exemplary boundaries between staff and with children and parents

Person Specification

- **Uphold the Values of the School:** Demonstrate and promote the values of **Peace, Courage, and Respect** in all interactions and responsibilities.

Site Manager

- **Nolan Principles:** Adhere to the **Nolan Principles of Public Life**, which include:
 - **Selflessness:** Act solely in the public interest.
 - **Integrity:** Avoid placing oneself under any obligation to people or organisations that might seek to gain benefit from their position.
 - **Objectivity:** Make decisions based on merit and without discrimination.
 - **Accountability:** Accept accountability for decisions and actions.
 - **Openness:** Be open about decisions and actions, and be prepared to give reasons.
 - **Honesty:** Declare any private interests relating to their public duties.
 - **Leadership:** Promote and support the principles of leadership and accountability throughout the organisation.