



Email: head@bolderacademy.co.uk
www.bolderacademy.co.uk

June 2018

Dear Candidate,

A Bolder Future Awaits – Site Manager Application Pack

Salary: £18,985 per annum - Scale 4 Point 18
36 hours a week for 42 weeks a year

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

The opportunities to be part of a team that is making history and in creating a school that truly stands apart are significant: you will be supporting the shaping of the building and sparking enthusiasm and excitement about the environment.

Bolder Academy is a new, mixed, non-denominational school opening in September 2018 to 150 students. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

Starting with year 7, we will get to know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, appearing to read 'Heidi Swidenbank', with a horizontal line underneath the name.

Heidi Swidenbank
Headteacher



The Bolder Way and You

Bolder Academy will be an exceptional place to work. We know that by joining the team, at this stage, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant building for our staff and students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

As a member of staff, you will play an integral part in shaping and developing the Academy's culture from its inception. You, as a founding member of staff, will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the [job specification](#) in your application form.

Further information about the Academy can be found on our website www.bolderacademy.co.uk

To apply, please complete the application form and email it to: head@bolderacademy.co.uk

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.

Bolder is an Equal Opportunities Employer.

Timeframe for Recruitment

| | |
|-------------------------------|--|
| Closing date for applications | Wednesday 27th June at 9am |
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Person Specification

| | Attributes, skills, experience |
|------------|---|
| 1. | Very good literacy/numeracy skills. |
| 2. | Evidence of working in a role within a risk management environment. |
| 3. | Experience of using ICT. |
| 4. | Evidence of working as part of a team. |
| 5. | Experience of effectively resolving a wide range of both planned and reactive maintenance issues. |
| 6. | Knowledge of and ability to carry out of basic site maintenance and good practices in building services e.g. heating, plumbing, carpentry, electrical etc. |
| 7. | Evidence of working independently and showing initiative. |
| 8. | A strong knowledge and experience of working using DIY skills (practical maintenance and construction skills). Specific trade skills such as plumbing, carpentry or electrics would be a significant advantage. |
| 9. | A good working knowledge of requirements and practices relating to Health and Safety, such as asbestos, legionella, fire and building regulations. |
| 10. | The ability to relate well to staff, parents and students. |
| 11. | Ability to promote a positive ethos and to act as a positive role model. |
| 12. | Ability to work constructively as part of a team, understanding Academy roles and responsibilities and your own position within these. |
| 13. | Genuine passion and a belief in the potential of every child. |
| 14. | Understanding of confidentiality and discretion. |
| 15. | Proactive, adaptable and able to take ownership of tasks and work with minimal supervision. |
| 16. | Punctual, hardworking and committed. |
| 17. | Excellent time management, flexible, highly organised and able to multi-task and prioritise own work and that of others to meet deadlines. |
| 18. | Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure. |
| 19. | Keen to learn and further develop own skills. |
| 20. | Understanding of confidentiality and discretion. |
| 21. | Ability and understand to ensure students are safeguarded. |



Job Description

Salary: £18,985 per annum - Scale 4 Point 18
36 hours a week for 42 weeks a year

Hours of work: 7am – 10am, 1pm – 5.15pm (Monday – Thursday)*
7am – 2pm (Friday)

**May be open for further negotiation for the best candidate.*

There will be occasional evening work which will need to be completed and these hours will be taken as time of in lieu.

- To ensure that Bolder Academy provides a safe, clean and secure environment for its students and staff.
- To ensure the provision of a caretaking service for Bolder Academy and undertake maintenance where necessary.
- To lead on Health and Safety at the Bolder Academy site.
- In addition, other responsibilities will include: notifying the cleaning company if and when cleaning practice does not reach the specification, taking responsibility for the security and the day to day maintenance of Bolder Academy site, together with 'specialised' maintenance, specific to individual skills and qualification.

Main responsibilities and tasks

The normal duties of the post holder will include responsibility for the following:

Security and Fire

- Ensure that the buildings and site are left in a secure condition which includes locking/unlocking of Bolder Academy gates, internal and external doors and closing windows.
- Respond to emergency call-outs and take action as appropriate.
- Alert the Headteacher or Deputy Headteacher to any risk to a breach of security.
- Open and close Bolder Academy site each day.
- Patrol the site to check for hazards, damages and intruders. Report and then carry out any remedial measures where necessary.
- Maintain anti-climb paint as necessary.
- To lead on the fire evacuation plans.

Lighting and Heating

- Maintain lighting as appropriate.
- Order replacement lighting equipment as necessary (skills specific)
- Check and report on the working of the Academy heating system.
- Control the level of heating and ventilation throughout the buildings.
- Support Bolder Academy staff in the lighting of the Academy productions.



Site Maintenance Tasks

- Assess maintenance needs on a regular basis and give advice and make recommendations for improvement.
- Carry out repairs and works inside and outside of the Academy building specific to qualifications.
- Take part in redecoration and refurbishment programmes as required – including installing benching for IT equipment.
- Prepare materials orders for maintenance works and repairs.

Cleaning

- Undertake cleaning tasks not covered by the cleaning contract, and any ad-hoc cleaning tasks as specified for example toilets and the removal of spills and graffiti.
- Monitor stocks of cleaning materials, specialist and non-specialist, and paper towels etc. and replenish as necessary, maintaining adequate stock control and minimum quantities (if not covered by the cleaning contract).
- Monitor and restock towels, soap, toilet paper etc. in WCs, washrooms, classrooms with sinks, offices etc.
- Report any vandalism, intruders and other hazards to the Headteacher, or if necessary to the LA/emergency services.
- Be responsible, within reason, for the removal of toilet and drain blockages.

Porterage

- Ensure an efficient porterage service, to include the receipt, transportation and safe storage of goods that have been delivered to the site, and the movement of all furniture and equipment as directed.
- Inform the Headteacher of redundant furniture and equipment, and arrange disposal as directed.

Site

- Maintain the car park and playground, including repainting lines.
- Maintain paths and driveways to a satisfactory condition. Snow clearing and salting as required.
- Deal with the results of vandalism and undertake necessary preventative measures or repair work.
- Remove graffiti where possible from all areas, windows and other surfaces as required.
- Clean floors and/or furnishings after any sickness has occurred whilst on duty.
- General supervision of the playgrounds and open areas surrounding the premises. This may include supervising students.
- Erect and maintain Health & Safety signage.
- Be responsible, where practical and in accordance with the school's Working at Height Policy and Risk Assessment, for the routine replacement of defective/inoperative light bulbs and tubes, and the cleaning of ceiling light fittings where applicable.



- Be responsible for the maintenance and correct storage of all cleaning machinery and equipment under his/her control.

Lettings

- Cover lettings for the Academy premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

NB: Attendance on site during lettings outside normal working hours should be paid at an established lettings rate, which will include opening and securing the site, tidying after the letting and maintaining a presence during the letting. If duties are being carried out, overtime rates will apply.

Contractors

- Liaise with contractors, staff and external agencies regarding access to the site.
- Supervise contractors on site in accordance with safeguarding guidelines.
- Monitor the work of any contractors whilst they are on site, ensuring that it is carried out to the required standard.

Training

- Undertake training/attend courses as appropriate to carry out duties in a safe and efficient manner.

Health and Safety

- Ensure duties are undertaken in accordance with Health and Safety legislation and to wear protective clothing as required.

General

- Refuel any minibuses as required.
- Install items to enhance the appearance of the Academy, e.g. pictures, noticeboards.
- Complete all appropriate paperwork/records.
- Be a positive team member with a flexible and innovative approach to all aspects of his/her duties.
- To undertake break duties and supervise students.
- To undertake first aid duties.
- Respond to all reasonable requests for assistance from staff, site users, visitors and contractors in a courteous manner to provide a positive image of Academy.
- To undertake any other broadly analogous duties as may be allocated from time to time.