



# BIRKDALE HIGH SCHOOL

## RECRUITMENT PACK

### SITE MANAGER

Southport  
Learning  
Trust



NIHIL NISI BONUM



# ABOUT US

As the only 11-16 all-boys academy in Sefton, Birkdale High School aims to be a beacon for outstanding practice in the education of boys and be the school of choice for all boys in the Southport community and beyond. We passionately believe that a single-sex setting at this particular stage of a boy's education is the ideal environment for them to grow in confidence, close the attainment gap with girls and develop their love of learning. Our boys are able to mature at their own pace, supported and challenged by staff who are experts in teaching boys, and surrounded by peers to whom they can closely relate.

Our vision is driven by the strong moral imperative that it is our mission to provide all our boys with a first class education, outstanding outcomes and better life chances. We seek to challenge stereotypes, we are ambitious for every boy we teach and we want to see a society that benefits from the contributions of our well-educated, well-rounded and empowered young men.

We believe that every child, regardless of their background, should be able to fulfil their academic potential and go on to thrive amongst the demands and expectations of life in modern Britain and beyond. The school's motto is "Aspire – Thrive – Succeed" and underpins its ethos and approach.

We aim to engage, support, stretch and challenge all boys by providing them with a range of exciting opportunities; a varied and purposeful curriculum and a strong set of core values, demanding of all its students the highest standards in all they undertake whilst supporting them in the fulfilment of their personal and academic potential.

We are proud of our academic achievements and the examinations success of our boys over the years. These achievements would not be possible without our talented and dedicated staff, who work tirelessly to engage and challenge each and every student, or without the hard work of the boys and the support of their parents and carers.

We also have a sporting record that is second to none amongst the local schools, whether on the track, the field or the court. We regularly top the local league tables and enjoy success at regional and national level too.

We strive to be an inclusive school, an outward facing centre of academic, professional and personal achievement, prepared to lead, learn from and collaborate with all available partners in the pursuit of excellence for our pupils and staff.

You would be joining the Southport Learning Trust, a family of eight schools which includes six secondary schools and two primary schools in the locality where you would gain support from a wider group of senior leaders. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and Stanley High School. Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development. Please see separate document in relation to well-being.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. To organise a tour ahead of application, please contact the PA to the leadership team, Karen Anslow on [kanslow@birkdalehigh.co.uk](mailto:kanslow@birkdalehigh.co.uk)

**Gareth Banks**  
Headteacher





# APPLICATIONS

**CONTRACT:** FULL TIME - PERMANENT

**CLOSING DATE:** TUESDAY 6 MAY 2025 AT 12PM

**INTERVIEW DATE:** WEEK COMMENCING MONDAY 19 MAY 2025

**SALARY:** NJC Grade G (SCP 20-25) £31,586 to £35,235 (pay award pending)

**START DATE:** MONDAY 30 JUNE 2025

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@BIRKDALEHIGH.CO.UK](mailto:RECRUITMENT@BIRKDALEHIGH.CO.UK)**

*CVs will not be considered*

Appointments are subject to the successful candidate obtaining a satisfactory Enhanced Disclosure (via the Disclosure Barring Service).

Along with the application form, please provide a supporting statement of no more than **1000 words** that illustrates your suitability for the job, referencing the job description, person specification and your relevant experience.

Further details and an application form can be downloaded from [www.birkdalehigh.co.uk](http://www.birkdalehigh.co.uk) or obtained from Ms Karen Anslow at the school.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.



# PERSON SPECIFICATION

## SITE MANAGER

*E = Essential; D = Desirable*

*L - Supporting Letter, I - Interview, A - Application Form*

Specification		Evidence
<b>Ethos</b>	<ul style="list-style-type: none"> <li>Support for the aims and objectives of Birkdale High School</li> <li>A commitment to support the school's safeguarding agenda</li> <li>A commitment to work and liaise with members of the school community</li> </ul>	All Essential - L & I
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>Level 2 qualification or equivalent in maths/numeracy and English/literacy</li> <li>Relevant Level 4 qualification or equivalent experience</li> </ul>	E - A & I  D - A & I
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrates experience in a relevant discipline, i.e. senior caretaking/site-keeping in a multi-school (site) or similar environment</li> <li>Management/supervisory experience</li> <li>Demonstrate an understanding of inclusion</li> <li>Ability to relate well to children and adults</li> <li>Knowledge of health and safety procedures and precautions</li> <li>Knowledge of COSHH regulations</li> <li>Awareness of health and hygiene procedures</li> <li>Knowledge of moving and handling procedures</li> <li>Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff</li> <li>Budget management experience</li> </ul>	D - A & I  D - A & I E - A & I E - A & I E - A & I E - A & I E - A & I D - A & I D - A & I  D - A & I
<b>Skills/Knowledge/ Aptitude</b>	<p><b>Communicatioin and Influence</b></p> <ul style="list-style-type: none"> <li>Selects the appropriate content and delivery style to communicate ideas, plans and decisions</li> <li>Ensures communication delivers the right sense of urgency and importance</li> <li>Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication</li> </ul> <p><b>Team working</b></p> <ul style="list-style-type: none"> <li>Builds trust and respect with individuals throughout the organisation, developing collaborative and consultative working relationships across the school</li> <li>Communicates openly and interactively, listening carefully to others and valuing their opinion</li> <li>Openly shares information and own expertise with others to enable them to achieve their goals</li> </ul>	D - A & I D - A & I  D - A & I  E - A & I  E - A & I  E - L & I  E - L & I

# PERSON SPECIFICATION

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Specification		Evidence
<b>Skills/Knowledge/Aptitude</b>	<p><b>Organisational Awareness</b></p> <ul style="list-style-type: none"> <li>Keeps up-to-date with premises developments, analysing and interpreting how these impact on own area of responsibility</li> <li>Uses external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school</li> <li>Proactively networks inside and outside the school and Trust to exchange ideas and information</li> </ul> <p><b>Adaptability</b></p> <ul style="list-style-type: none"> <li>Contributes personally to the change process</li> <li>Helps others to understand the need and reasons for the change</li> <li>Effectively implements new ideas and methods to adapt working practices</li> <li>Helps plan, develop, set up and monitor systems and processes to effect change</li> <li>Challenges existing practices and conventional thinking</li> </ul>	<p><i>E - A &amp; I</i></p> <p><i>E - A &amp; I</i></p> <p><i>E - A &amp; I</i></p> <p><i>E - A &amp; I</i></p> <p><i>E - A &amp; I</i></p>
<b>Skills/Knowledge/Aptitude</b>	<p><b>Use of Technology</b></p> <ul style="list-style-type: none"> <li>Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available</li> <li>Is able to manipulate data and extract information, which is then presented in an appropriate format</li> <li>Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others</li> </ul> <p><b>Professional Values &amp; Practice</b></p> <ul style="list-style-type: none"> <li>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration</li> <li>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice</li> <li>Ability to improve your own practice through observations, evaluation and discussion with colleagues</li> </ul>	<p><i>D - A &amp; I</i></p> <p><i>D - A &amp; I</i></p> <p><i>D - A &amp; I</i></p> <p><i>E - A &amp; I</i></p> <p><i>D - A &amp; I</i></p> <p><i>D - A &amp; I</i></p>
<b>Special Requirements</b>	<p>Requirement to complete Staff Induction Programme</p> <p>Willingness to undertake appropriate first aid training (if appropriate)</p>	<p><i>E - A &amp; I</i></p> <p><i>E - A &amp; I</i></p>

# JOB DESCRIPTION

## *Site Manager*

Every member of staff has a current description of the job they do, a confirmation of their conditions of service and their entitlement to equal opportunities.

These entitlements include:

- The right to work without harassment
- The right to gain satisfaction from what they do
- The right to equal opportunities for increased job satisfaction and reward irrelevant of gender disability, sexual orientation, age and cultural heritage
- The right to learning and development, including induction to new roles or tasks
- The right to be consulted before changes in role or conditions of service

As an employee of the Southport Learning Trust and colleague at Birkdale High School you will:

- Develop and foster links with the school's partners, stakeholders and other outside agencies
- Support the vision and values of the school
- Act as a role model to staff and students
- Put the well-being, development and progress of students first
- Demonstrate respect for diversity and promote equality
- Work effectively as part of whole-school teams
- Cooperate professionally with other colleagues
- Demonstrate honesty, integrity and uphold public trust and confidence in the profession

**Post: Site Manager**

**Grade: NJC Grade G (SCP 20-25) £31,586 to £35,235 (pay award pending)**

**Responsible to: Estates Manager and Headteacher**

**Responsible for: Site Team**

# JOB DESCRIPTION

## Site Manager

<b>Job Purpose</b>	<p>Support the Headteacher and Estates Management team by taking a leading role in the management of the designated premises including the building maintenance, cleanliness, security and maintenance of furnishings, fixtures plant and heavy equipment in order to maintain a healthy and safe environment for students, staff and other users of the school's premises. Contribute to the creation, monitoring and evaluation of a Strategic Premises Development Plan that includes the introduction of a comprehensive lettings service (including the introduction of a 3G pitch)</p> <p>Supervise other premises staff including their deployment and performance management. Oversee external contractors working on the designated premises. Assist the Estates Manager with compliance with statutory regulation, ensuring we maintain safe places for our students, colleagues and visitors.</p> <p>Foster excellent relationships with all members of staff at all levels in the school to provide a 'can do' attitude to setting up rooms for various school activities and events</p>
<b>Main Duties</b>	<p><b>Support for the School/Organisation</b></p> <ul style="list-style-type: none"><li>• Manage Health and Safety risk assessments and dissemination and compliance with health and safety policies and procedures and statutory regulation</li><li>• Assist the Estates Manager to develop a strategy for community use of the school, managing the school lettings procedure in accordance with the school lettings policy</li><li>• Assist with overseeing building projects acting as a point of contact between the school and contractor</li><li>• Complete all necessary administration, submitting information as required by Estates Manager to aid decision-making</li><li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li><li>• Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background</li><li>• Contribute to the school ethos, aims and development/improvement plan</li><li>• Work as part of a team, appreciating and supporting the role of other people in the team</li><li>• Attend and participate in meetings as required</li><li>• Undertake personal development through training and other learning activities as required</li><li>• Recognise own strengths and areas of expertise and use these to advise and support others</li><li>• Assist in the induction of other support staff as required</li><li>• Work closely with all members of staff to provide timely room and equipment setup and configuration to support activities as appropriate</li><li>• Oversee orders for all repairs/improvements and authorise relevant works and appropriate specifications, whilst ensuring value for money.</li><li>• Manage the school defibrillators/bleed control units on site and ensure the necessary websites are up to date and that appropriate checks are completed</li></ul> <p><b>Line Management Responsibilities</b></p> <ul style="list-style-type: none"><li>• Manage the premises function including daily supervision of a team of premises staff, inclusive of central liaison point and deployment of resources</li><li>• Manage and, where appropriate, authorise all relevant paperwork, e.g. timesheets prior to forwarding to appropriate person for processing</li><li>• Manage records, information and data producing analysis reports as required</li><li>• Ensure effective team communication, attending regular team meetings with managed staff</li><li>• Contribute to the recruitment, induction, training and development and performance management appraisals of managed staff</li></ul>

# JOB DESCRIPTION

## Site Manager

<b>Main Duties</b>	<div data-bbox="331 253 576 282"><b>Security and Safety</b></div> <div data-bbox="344 320 1517 891"><ul style="list-style-type: none"><li>• Responsible for ensuring risk assessments are in place for managing security risks to the premises (ground, premises and contents) including vandalism/arson</li><li>• Arrange for security checks to be undertaken and advise on how security risks can be minimised</li><li>• Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible (preventing unauthorised access, trespass or parking of vehicles on the premises and grounds)</li><li>• Respond to and accurately record all call out, liaising with the security force and police as appropriate and make premises secure break-ins</li><li>• Manage fire safety equipment provision and scheduling of fire and emergency evacuation drills</li><li>• Undertake the role of Fire Marshall</li><li>• Responsible for the safe storage of materials covered by the COSHH regulations</li><li>• Ensure stringent health and safety provision and adherence to safe working practice by all staff</li><li>• Work closely with the school's compliance consultants carrying out site audits, attending meetings and implementing actions following their assessment reports</li></ul></div> <div data-bbox="331 931 462 960"><b>Resources</b></div> <div data-bbox="344 999 1517 1299"><ul style="list-style-type: none"><li>• In collaboration with the Headteacher, manage the school premises budget in accordance with the financial management handbook and value for money principles</li><li>• Manage and maintain the and ordering of stock within an agreed budget, cataloguing resources and undertaking audits as required</li><li>• Manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel</li><li>• Manage the relationship with the appointed cleaning provider, attending site audits and having daily meetings with the cleaning supervisor</li><li>• Manage the use of the school minibus and its regular maintenance requirements and program</li></ul></div> <div data-bbox="331 1339 584 1368"><b>Energy Management</b></div> <div data-bbox="344 1373 1506 1435"><ul style="list-style-type: none"><li>• Manage the prevention of waste through the monitoring of usage and introduction of energy controls including heating, lighting and water</li></ul></div> <div data-bbox="331 1476 456 1505"><b>Porterage</b></div> <div data-bbox="344 1509 1417 1606"><ul style="list-style-type: none"><li>• Undertake porterage of stock, furniture and equipment as required</li><li>• Responsible for the timely and accurate preparation and use of specialist equipment, resources and materials</li></ul></div> <div data-bbox="331 1646 496 1675"><b>Maintenance</b></div> <div data-bbox="344 1680 1474 1946"><ul style="list-style-type: none"><li>• Contribute towards the development of a preventative planned maintenance programme including routine inspections of the designated building, fixtures, fittings, premises and grounds to assess for minor work or repairs to be carried out to maintain safe and satisfactory conditions, liaising with external contractors as appropriate</li><li>• Record all structural, fabric, furnishings, fixtures and equipment defects and report to the Estates Manager where necessary</li><li>• Undertake minor/simple repairs as required, e.g. minor plumbing, changing light bulbs, redecorating and fixing</li></ul></div>
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**EMPOWERING OUR COMMUNITIES TO POSITIVELY  
IMPACT THE WORLD**