Pathfinder
Multi Academy Trust

Providing an excellent education from age 2 to 19

Weekend Assistant Site Manager

Applefields School - York

Required: As soon as possible

Closing date: N/A

Interview date: TBC

Applefields School
York

We are looking for an Weekend Assistant Site Manager to work 7.4 hours each Saturday to make sure that buildings and grounds are in proper working order, maintaining a safe and fit for purpose working environment while external leasers are on site.

About the school

We are a secondary school for children and young people with additional needs based in the Burnholme area of York. We have embedded classes at secondary mainstream schools in the city and post-19 provision in partnership with Linkage Community Trust.

Our students are at the heart of what we do, and with them we will help them to achieve their aspirations. Our school is a rich and vibrant place and one where each young person receives an individual opportunity to learn, grow and achieve.

For more information, please visit our school website applefieldsschool.co.uk. To discuss any aspect of the role, please contact us on **01904 553900**.

GRADE

Grade 5: Level 1-4 (£5,526—£5,771)

Hourly Rate £14.36

CONTRACT

Part Time (7.4 Hours), 52 weeks

Plus Annual Leave 5.60 weeks

REPORTS TO

Site Manager & School Business Manager

HOW TO APPLY

Completed application forms should be posted or emailed to:

Applefields School
Bad Bargain Lane
Burnholme
York YO31 0LW

Email: swillsden@applefields.pmat.academy

ADDITIONAL INFORMATION

Applefields school is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

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About our School

Our school is a rich and vibrant place and one where each young person receives an individual opportunity to learn, grow and achieve.

We are a secondary school for young people with additional needs. We have embedded classes at secondary mainstream schools in the City.

Our students are at the heart of what we do, and with them we will help them to achieve their aspirations.

We want our students to 'Own their futures' and live and prosper in society.

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About our Trust

Providing an excellent education from age 2 to 19

Setting the course

Leading the way

Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools

- Acomb Primary School
- Applefields School York
- Archbishop Holgate's School – A Church of England Academy Founded 1546
- Badger Hill Primary School
- Barlow CE Primary School – Part of the White Rose Federation - One family, branching out together
- Burton Salmon CP School – Part of the White Rose Federation - One family, branching out together
- Chapel Haddlesey CE School – Part of the White Rose Federation - One family, branching out together
- Clifton with Rawcliffe
- Hempland Primary School
- Hensall Community Primary School – Part of the White Rose Federation - One family, branching out together
- Heworth Church of England Primary School
- Huntington Primary Academy
- Malton School – A Specialist Science School
- New Earswick Primary School
- Poppleton Road Primary School
- Rufforth Primary School – Inspire · Care · Grow
- St Barnabas Church of England Primary School
- St Lawrence's Church of England Primary School
- Tang Hall Primary School
- Welburn Community Primary School

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Main Purpose of Job

To make sure that buildings and grounds are in proper working order, maintaining a safe and fit for purpose working environment for all users of premises of designated schools within the Pathfinder MAT. Additional hours may also be required at various school sites from time to time.

Core Responsibilities, Tasks and Duties

To act as a key holder and to be on the named persons list for access to school premises out of hours.

To carry out repairs and maintenance work on the buildings and grounds, as directed by line manager.

To carry out checks ensuring lighting, heating, hot water, toilets and drainage are working adequately at the appropriate times.

To make sure the premises are clean and that rubbish is collected and taken away, and any graffiti is removed. Includes cleaning up when children are ill or have accidents.

To maintain the grounds and remove litter. Includes salting and gritting and clearance of snow in adverse weather conditions.

To be responsible for the security of the buildings and grounds e.g. monitoring of surveillance equipment and intruder alarms. Includes accepting deliveries and checking off receipt of goods.

May be responsible for supervising contractors who are on site.

To carry out security checks to the buildings and grounds. Unlocking and securing of buildings which may include room hire for non-school activities outside of normal school hours.

To ensure the safe storage of equipment and supplies and the keeping of appropriate records.

To make sure that all fire safety and health and safety regulations are adhered to e.g. testing of fire equipment and following the rules for evacuating the buildings and grounds.

To be responsible for the planning of maintenance of plant and equipment e.g. portable appliance testing, boilers.

To arrange furniture and prepare rooms for examinations, meetings and activities and clear away afterwards.

To be responsible for day to day maintenance of the school swimming pool, including ensuring chemical levels and balanced water levels are within the acceptable range.

To act as a First Aider.

Supervision/Management of People

No. reporting - Direct:
None

Indirect:
Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site.

Creativity and Innovation

The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility.

Contacts and Relationships

Internal

Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters.

External

Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service.

Most of the relationships are straightforward there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.

Decisions – Discretion and consequences

Discretion

Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation, and school protocols.

Consequences

Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the

Resources

(Not budget, and not including desktop equipment.)
Keyholder responsible for the proper use and safekeeping of school buildings and grounds, plant and machinery, may also include vehicles e.g. school minibus.

Work Environment

Work demands

The work is subject to change and interruption.

Physical demands

Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site.

Working conditions

Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings e.g. ladder work, boiler house, drains etc

Work context

May involve contact with potentially hazardous substances eg chemicals, hypodermic needles but training and protective equipment is given where appropriate.

Knowledge and Skills

The post holder needs a good level of practical skills in the following areas:

- Buildings and grounds maintenance
- Safe use of ladders and platforms
- Manual handling techniques
- Fire safety measures
- Security issues (including re-programming alarms)
- Safe use of power tools
- Boiler maintenance
- Locksmith techniques
- Cleaning and maintenance of floor coverings and use of specialist equipment

Needs to have a good awareness and knowledge of:

- Health & Safety legislation and the practical implications
- Safe disposal of sharps
- COSHH issues
- Electrical safety
- Waste disposal procedures
- School protocols, policies and procedures

Additional notes:

- The postholder will be required to be flexible in their working hours to cover for absence and holidays of other site staff. The postholder will be required to work shifts to assist with lettings/undertake the opening and closing of school sites
- There is the expectation that the postholder will take their annual leave entitlement during school holiday periods.
- The annual leave entitlement for this post is 5.60 weeks, rising to 6.60 weeks on completion of 5 years' continuous service. In addition to the statutory public holidays.
- This post is to be based at Applefields School, although there will be a need to work at other premises operated by the Pathfinder MAT.
- The postholder may be required to attend site out of hours to respond to security alarm activations.
- During school holiday periods, shifts may be condensed to facilitate tasks such as further maintenance, decorating and closure period cleaning.
- It is understood that in order to fulfil the duties outlined, additional hours will sometimes be required, by agreement with the postholder's line manager.
- To maintain and develop satisfactory working relationships with all visitors to schools.
- To comply with the MAT's Health and Safety Policy and undertake risk assessments and checks as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to respect and be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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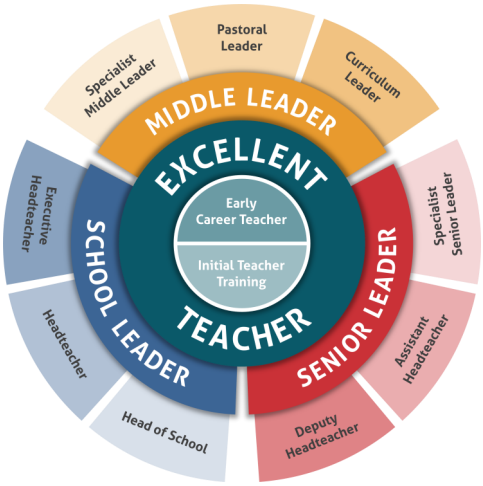
Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.

PATHFINDER LEADERSHIP ACADEMY

Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.

Pathfinder Teaching School Hub

Pathfinder Education Partnership

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.

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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme
We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme
We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.

CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.

TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.

Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.

Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:

- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.