



APPLICATION PACK

ASSISTANT SITE MANAGER

HOW TO APPLY

Applications are welcome from both internal and external candidates but the working hours are not flexible and must suit the needs of the school for this important role.

Please contact the Business Manager Mr Jonathan Treasure for an application form and further information at;

- John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL
- Email: j.treasure@jstc.org.uk

Alternatively application packs are available on the JSTC website (www.jstc.org.uk).

Prospective candidates are encouraged to visit the school; please contact the Jonathan Treasure using the above contact details to arrange an appointment.

Completed applications should be emailed to the j.treasure@jstc.org.uk or posted to the school.

Applications must be received by: **9.00 a.m. ON MONDAY 11 AUGUST 2025.**

Interviews to take place w/c 18 AUGUST 2025

JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.

APPLICATION PACK

John Spendluffe Technology College Overview

JSTC is a non-selective 11-16 co-educational school in a selective area. We are a popular and over-subscribed school of around 630 students. Despite being a secondary modern school we have the full ability range of students, including gifted and talented. We are proud of the work that we do with our young people to enable them to challenge themselves academically and reach the highest of aspirations. At our most recent Ofsted inspection we were rated as 'Good' in all areas. We are very proud of our achievements; we will continue to develop and provide the best possible education for our young people. We are a single academy trust but have developed strong networks and links with a range of partner and other schools locally and throughout the county.

An Attractive Location

JSTC is situated in the small, quaint, rural market town of Alford on the edge of the Lincolnshire Wolds, an Area of Outstanding Natural Beauty (AONB). Lincolnshire is a large county with a variety of beautiful landscapes: flat fens, coastal marshes, clay vales and the rolling uplands of the Wolds, attracting an abundance of wild flora and fauna. Morning drives across the stunning and tranquil Wolds frequently creates wonderful memories and conversation with colleagues. The school is well placed and at the centre of the community of Alford with good road links to major urban centres in the East Midlands. Housing is extremely low priced compared to other areas of the UK and new build developments are enhancing the housing choices available in the region.

The School Site

The school site has been enhanced in recent years to include two new classroom builds, a refurbished Humanities teaching block, a remodelled, modern canteen, and refurbishment of the original, attractive 1930s building. Car Park facilities on site are free. The school has its own all-weather pitch, sports hall and gym facilities which are all available for staff and community use.

Ethos and Values

Supporting our students and their families to achieve the highest possible aspirations to a bright future lies at the heart of our daily work in school. High quality, extensive pastoral provision enables us to fulfil this mission. Our aim is to empower our students to become '*resilient, respectful and responsible*' in readiness for the next step of their educational journey. We are committed to serving each other, the students, and the wider community.

Our Students

Our students are our best ambassadors. They come from a wide rural and coastal area, with the majority travelling by bus to school. Many students are not confident about their talents and abilities when they first arrive but through the hard work of our staff, we enable our students to develop and thrive into young adulthood. Students take part in a range of activities in and out of the classroom and visitors are frequently impressed with their courtesy, and the pride that they have in their school. Our students behave well and want to learn. Some students find academic work difficult and our experienced SEND team work hard to ensure that students have an appropriate curriculum and personal support. JSTC offers its students excellent opportunities to develop skills for life as well as academic qualifications. We want all of our students to develop into caring, active citizens.

JSTC has a strong coaching culture; a wide range of staff coach KS4 students to help them improve their resilience, independence, and self-efficacy.

Committed and Friendly Staff

Our dedicated staff believe passionately in improving outcomes for all students and this can be seen in the positive relationships with each other and in the classroom. Staff are happy to teach at JSTC and want to stay. There is a low turnover of staff each year as we believe in providing opportunities for career progression at JSTC.

Staff Wellbeing

Working in a school can be demanding and we therefore ensure that staff wellbeing is at the core of our development. The school has a highly supportive ethos with respect to both staff and student wellbeing. The Wellbeing Learning Community is an active forum of different staff who engage in evidence-based practice to promote good mental health and wellbeing for students and staff.

Our Education Support Employee Assistance Programme provides impartial, confidential support and general advice on wellbeing, workload, and work-life balance. This EAP can provide fast-track counselling, financial and debt advice and legal support. Extra coaching support is available to leaders and line managers. In school, trained Mental Health First Aiders can support staff for a range of feelings such as low morale, loss and bereavement, isolation, fear, stress and anxiety. This is fully funded from the school for all of our employees.

Staff enjoy engaging in social activities outside of school – particularly at the end of terms. There is sport to get involved in, such as football, netball and running; there are creative activities involving art and cooking too.

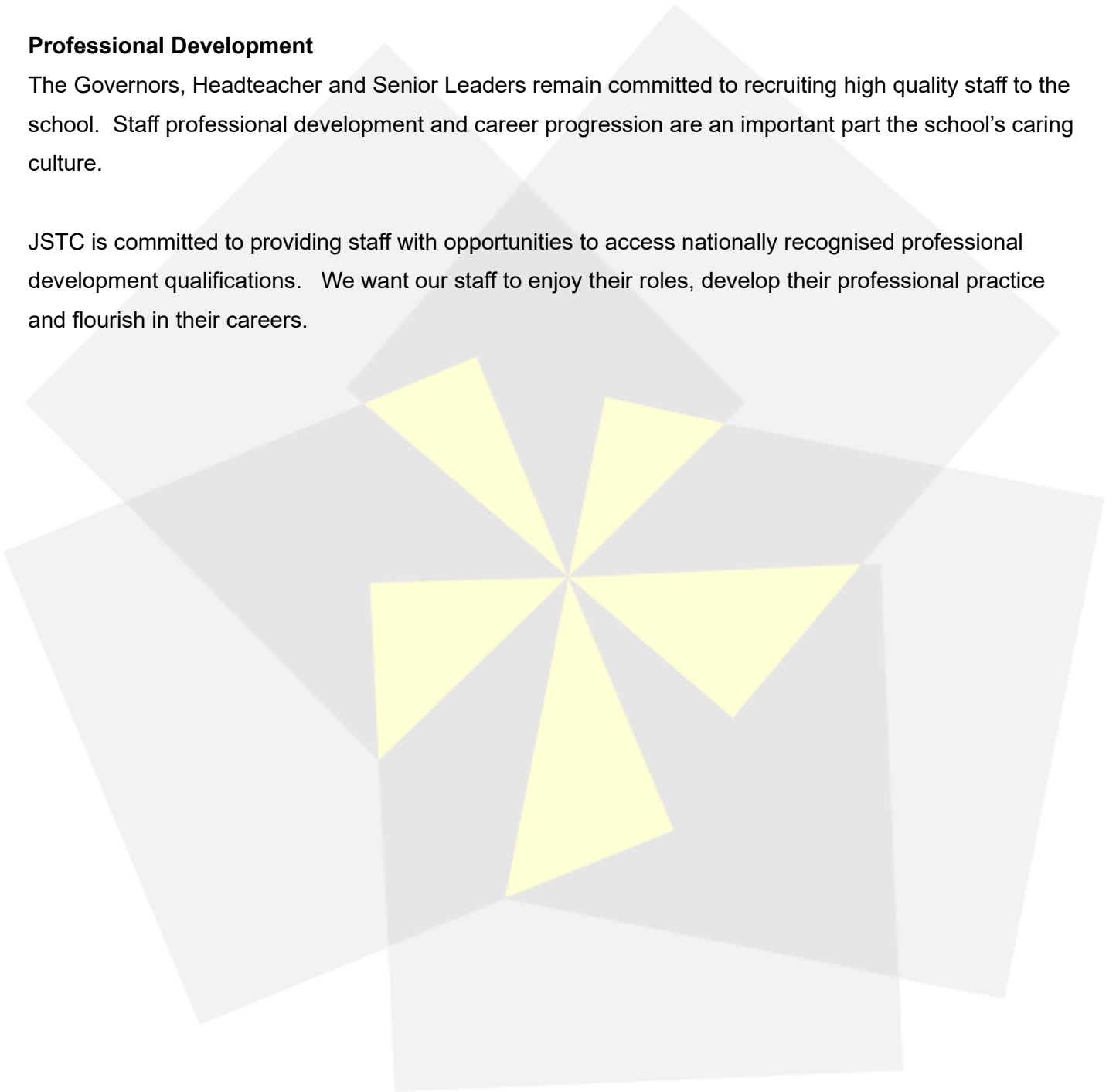
New Staff Induction

You will be warmly welcomed into our friendly school and supported in all areas of your practice so that you can enjoy and feel confident in your role. JSTC offers a comprehensive and personalised induction training programme to all new staff. The New Staff Induction Team support all staff who are new to our school or their role, or returning after absence, regardless of their position. Staff are fully supported through a series of live and recorded training sessions.

Professional Development

The Governors, Headteacher and Senior Leaders remain committed to recruiting high quality staff to the school. Staff professional development and career progression are an important part the school's caring culture.

JSTC is committed to providing staff with opportunities to access nationally recognised professional development qualifications. We want our staff to enjoy their roles, develop their professional practice and flourish in their careers.

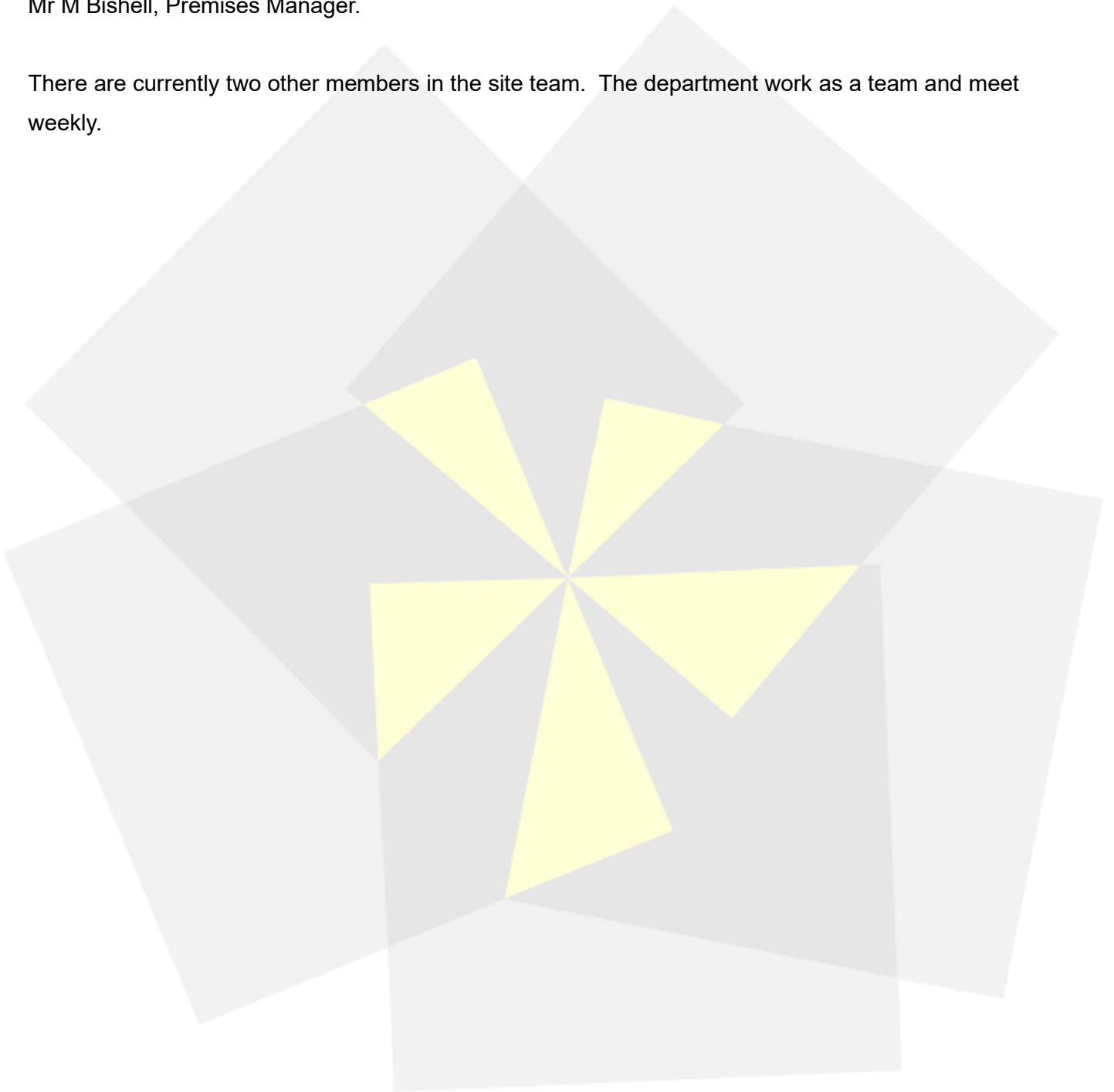


DEPARTMENT INFORMATION

Department – Site Management

The Site Management department forms an integral part of John Spendluffe. The Department is led by Mr M Bishell, Premises Manager.

There are currently two other members in the site team. The department work as a team and meet weekly.



JOB DESCRIPTION

Name of Role – Assistant Site Manager (Permanent)

Line managed by: Premises Manager

Grade: GLEA Grades 4-5 (Scale Points 9-15)

Actual Starting Salary: £25,183 per annum (Grade 4 Point 9)

Working Hours: 37 hours per week, 52 weeks per year

Main Purpose

- Maintaining clean, safe and secure school premises, which includes buildings and grounds.
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs.
- Supervision of cleaning staff.
- Promoting health and safety around the school.
- All other aspects of site management, such as supervising external contractors, and site use and development planning.
- Supervision of caretaking team. Carry out compliance checks.

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school.
- Maintain the general school premises, furniture and fittings, and report any issues to Headteacher.
- Carry out small repairs and DIY projects.
- Arrange larger repairs and obtain quotes from contractors.
- Advise on site development projects and make recommendations on site use.

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises.
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels of cleaning materials.

Security

- Maintain the security of the school premises as a main key holder.
- Lock and unlock the premises as required, including out of school hours when necessary.
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off.
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the Premises Manager on all matters relating to school security and safety.

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation.
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to your Line Manager.
- Provide safe access to the school in cold weather conditions.
- Make sure all members of the team follow health and safety procedures.
- Monitor the work of contractors, ensuring safe working practice and quality of work.

Line Management

- Manage the cleaning staff a daily basis.
- Ensure school terms and holidays are sufficiently covered with staffing.
- Delegate tasks appropriately to staff and ensure the smooth running of the team.
- Carry out performance management duties and make sure all staff in team have relevant, required training.

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Ensure that cleaning staff carry out their duties professionally and effectively.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent and JSTC Safeguarding and Child Protection Policies)
- Promote the Safeguarding of all students in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

PERSON SPECIFICATION

It is expected that the person appointed will have the following qualifications, experiences, knowledge/skills and personal qualities and/or special requirements for the post.

Qualifications

- GCSE or equivalent level, including at least a Grade 4 (including Grade C) in English and Maths (desirable)

Experience (Desirable)

- Caretaking.
- Building maintenance..
- Security, including alarm systems.
- Cleaning work.
- Some DIY.
- Working in a team.
- Supervising a small team of staff.
- Managing a small team of staff.
- Working with contractors.
- Understanding of compliance needs.
- Good understanding of IT programmes i.e. Windows systems.

Skills and Knowledge

- Good knowledge of health and safety regulations.
- Ability to work flexibly, independently and as part of a team.
- Basic DIY skills.
- Ability to plan, organise and prioritise.

Personal Qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality.
- Embraces change well.
- Deals with difficult situations effectively.
- Able to work flexibly and out of school hours as required.

Physical Requirements

- Able to carry out some manual handling and lifting.
- Able to carry out work at high levels using appropriate equipment