



Hodgson Academy & McKee College



Appointment of Site Manager

Moorland Road, Poulton-le-Fylde, FY6 7EU

Breck Road, Poulton-le-Fylde FY6 7AQ

Site Manager

FULL TIME

Full Year/Full Time

Salary: Grade 8 Points 25-30 Currently £35,235-£39,513 – *pay award pending*

We are currently seeking a Site Manager to provide operational leadership and management of two school premises Hodgson Academy and McKee College.

As the role will be responsible for two sites there will be a requirement to spend time at both Hodgson Academy and McKee College (premises are 5 minutes apart). The hours and duration at each site will be flexible and in agreement with the Headteachers of each school.

If you feel that you are the person for this role we would love to hear from you.

Further details and an application pack are available on the academy website:

<https://www.hodgson.lancs.sch.uk/about-us/staff-vacancies/>

Applications can be emailed to Julie Harvey, HR Manager j.harvey@hodgson.lancs.sch.uk

Closing date for applications: Monday 28th April 2025 9:00

Post start date – as soon as possible.

The school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.

Letters from the Headteachers

Hodgson Academy – Shabnam Khan

Thank you for your interest in joining Hodgson Academy. I joined Hodgson in 2009 as a newly qualified teacher and over the years I have held a number of leadership roles, and I am now honoured to lead this incredible school from the start of this academic year. It is a privilege to work alongside such a dedicated, passionate, and talented team of professionals who are committed to transforming the lives of young people.

At Hodgson Academy, we are united by a shared purpose: *One Team, One Dream*. This ethos drives everything we do, ensuring that every student who walks through our doors is given the best possible chance to succeed. Our mission—*Imagine, Believe, Achieve*—embodies our commitment to nurturing well-rounded, resilient, and confident individuals who are prepared to thrive in an ever-changing world.

We live and breathe our core values, fostering a culture of aspiration, belief, and achievement:

Imagine – We set the highest aspirations for our students, inspiring them to dream big and reach their full potential.

Believe – We instil resilience, support, and safeguarding, ensuring that every student feels valued and empowered to succeed.

Achieve – We develop the whole person, equipping students with both the knowledge and character to embrace the challenges of life beyond school.

This along with our simple rules: **PAUSE** and **CARE** mean that for children at Hodgson Academy, *who you leave as is as important as what you leave with*. Together, we shape futures and transform dreams into reality.

As a school, we are ambitious for our students and our staff. We have high expectations, and we are committed to providing a supportive, collaborative, and inspiring environment where everyone can excel. Whether inside the classroom or beyond, every member of staff plays a crucial role in shaping the future of our students. That is why we value teamwork, mutual respect, and a culture of continuous improvement.

If you share our values and aspirations, if you are passionate about making a difference, and if you are eager to be part of a dynamic and supportive team, then I encourage you to apply. At Hodgson Academy, we believe in empowering our staff, fostering innovation, and providing opportunities for professional growth and development.

Shabnam Khan

McKee College – Andrew Murray

Thank you for considering joining our team at McKee College.

Working at McKee College is an exciting and dynamic experience where the importance of teamwork and the power of positive relationships is the key to success.

With our small class size and focus on the contextualised understanding of the individual you will be working in a unique educational setting that works outside the box, always placing the needs of our students first.

We want all staff and students at McKee to feel Valued, Safe and Heard. These are our core beliefs.

The school culture is very important to us and the impact that positive role modelling has on our students which is why we hold ourselves to the highest moral, ethical and personal standards at all times.

As well as traditional curriculum subjects the McKee can offer students unique learning opportunities such as our Military Preparation course, Motor Vehicle and Construction courses, Salon Skills and Forest School. We believe our students thrive when they can choose a curriculum that meet their present and future needs and is also flexible enough to change when the needs of the student change.

The McKee is housed in a 150 year old Victorian mansion house, which only adds to the unique character of the school.

I hope you consider joining the school and become part of a tight knit team of dedicated professionals who really do make a difference to young peoples lives and futures.

Kind regards

Andrew Murray



Job Description

Post:	Site Manager
Responsible to:	Designated member of SLT at Hodgson Academy
Location:	Hodgson Academy & McKee College

Main purpose of the post

To provide operational leadership and management of the two school premises in order to create and maintain a safe, secure and clean environment for our staff, students and visitors. In conjunction with the Senior Leadership Team (SLT), ensure that all health and safety requirements with regards to premises are appropriately and effectively managed.

To take a full and pro-active role in the development of the schools and use of premises by the local community. To organise and manage the premises, taking the lead on all site-related matters, including managing the estates/cleaning operations of the school/monitoring contract compliance to the agreed quality standards and arranging routine maintenance work both in house and by contractors. Take a lead role on Health & Safety and ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with.

As the role will be responsible for two sites there will be a requirement to spend time at both Hodgson Academy and McKee College. The hours and duration at each site will be flexible and in agreement with the Headteachers of each school.

Summary of main duties and responsibilities

- To lead and advise on matters relating to premises management and health and safety, including measures to be taken in the event of emergencies.
- To take delegated responsibility for maintaining safe, secure, and clean premises.
- To be responsible for ensuring that the premises are accessible to students, staff and visits and plan for emergency events.
- To provide and maintain safe plant and equipment.
- To take responsibility for the school minibuses (MOT/Service booking and garage related)
- To maintain safe and healthy working conditions and ensure safe working practices are being followed.
- To ensure the safe handling and use of substances relating to premises.
- To be responsible for ensuring compliance in connection with the schools' premises and site and formulate, implement, monitor, and regularly review and update risk assessments that pose a significant risk to health and safety, e.g. fire, COSHH, etc.
- To ensure the emergency evacuation procedures are tested regularly.
- To take responsibility for budgetary control for premises-related services and maintenance issues including utilities, statutory inspections, security, and cleaning in line with the Trust financial regulations.

- To line manage and ensure the effective day-to-day operations of the school's premises department including the cleaning team. Providing support, advice, guidance and training as required.
- To formulate, implement, monitor, and review policies and procedures relevant to premises.
- To assist in the design and implementation of any premises development.
- To oversee an effective, impactful, and value for money maintenance programme.
- To manage resources effectively and efficiently.
- To ensure that all health and safety requirements with regards to premises are appropriately and effectively managed and work with the Health & Safety committee in this regard.
- To advise all staff as appropriate on health and safety issues relating to premises and provide training as appropriate.
- To be responsible for procedures relating to all aspects of security of people and premises.
- To liaise with all relevant contractors involved in any premises development and maintenance work and monitor progress of any work undertaken.
- To form strong partnerships with relevant external agencies and service providers, e.g. fire service, HSE, etc.
- To deal with any external agencies delivering services to the school and, in conjunction with the Trust's Chief Financial Officer and Chief Operations Officer, to deal with all aspects of tendering including compulsory, competitive tendering.
- To monitor the work of onsite contractors and arrange for estimates of work prior to any contracts being agreed.
- To ensure the appropriate placing and monitoring of all premises-related service contracts including monitoring and recording satisfactory DBS checks for contractors in line with Trust procedures.
- To assist the Senior Leadership Teams and the Chief Operations Officer in identifying resource needs and to contribute to the effective and efficient use of physical resources.
- To act as back up on the out of hours duty rota which may include being on call at weekends or evenings.
- To contribute to proper and effective forward planning which is consistent with the school's strategic aims and financial policy and provide necessary reports for the schools and Trust.
- To act as key holder and carry out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);
- To carry out all duties and responsibilities identified in the school's health and safety policy and those duties commensurate with the role of Site Manager.
- Comply with the Trust's safeguarding procedures and contribute to making the relevant academies a safe learning environment.

Summary of terms and conditions

Salary	Grade 8. Currently £35,235 - £39,513
Working Hours	This full-time post is 37 hours per week all year. You will be required to work 5 days per week. Working hours are normally between 8am and 4pm. Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends.
Pension Scheme	You will be auto-enrolled into the Local Government Pension Scheme
Safeguarding	Hodgson Academy and McKee College are fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payments	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.

This job description is current at the date shown and may be amended from time to time after consultation.

Person Specification

Below you will find the skills needed for, and the requirements of the role you are interested in.

Your qualifications...
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.
NVQ Level 3 qualification in Caretaking (or equivalent/relevant experience)
Health and safety qualification, level 3 or equivalent (or willingness to undertake).

Full driving license and use of a vehicle to travel between sites.

You've got...

These are the **essential** things that you have so you can do the job, without these you won't be considered for appointment.

A sound understanding of premises/estates management.

Awareness of procedures relating to procurements and contracts procedures.

Experience of working with external contractors, building consultants etc.

Knowledge of the practices, procedures, equipment and materials used in the maintenance and repair of buildings and related systems (i.e. mechanical, electrical, heating and plumbing).

Knowledge and experience of working within health and safety guidelines.

Knowledge of and experience of working within CoSHH guidelines.

Understanding of costing and budgeting.

Energy and commitment to achieving goals.

Good literacy and numeracy

Excellent communication skills (both verbal and written).

Enthusiasm for understanding and supporting the needs of students.

Flexible attitude to work and availability to work weekends and flexible shift patterns as required.

Experience of supervising staff and strong leadership skills with the ability to praise achievement, manage underperformance and build strong relationships.