



APPLICATION PACK DEPUTY SITE MANAGER AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

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Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated ‘Good’ by OFSTED (2023, 2018, 2014) and our student numbers remain at full capacity.

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our 11 full time, non-teaching Heads/Deputy Heads of Year are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely “rare cover”.

Please return your application form, including the names and addresses of two referees, to Lisa Jeffreys, Headteacher’s PA, (lisa.jeffreys@westfieldacademy.co.uk) by 09:00am on Monday 9 June 2025. Interview date to be confirmed./Shortlisted candidates will be contacted by 5:00pm on Monday 19 May 2025. Interviews to take place on Friday 23 May 2025.

Detailed references will be requested for all shortlisted candidates prior to interview.

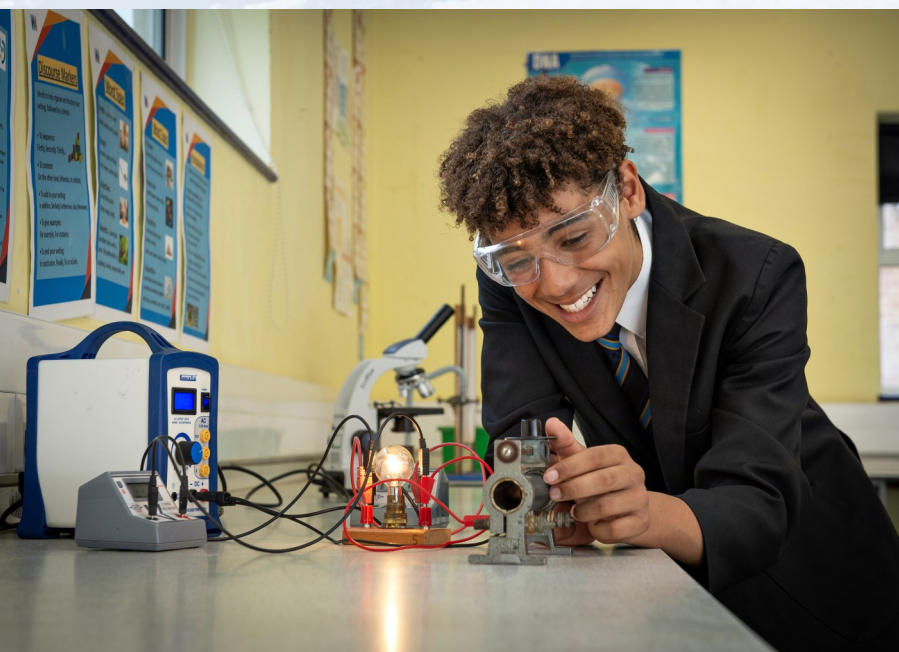
Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- **Have Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



JOB DESCRIPTION

DEPUTY SITE MANAGER

Main Purpose of Job

- To support the Site Manager in the management of the school site and to deputise in their absence
- To maintain the school site and support building development work through use of specialist practical skills
- To supervise evening cleaning staff
- To provide a point of contact for hirers of facilities out of school hours
- To be responsible for the safety and security of the site out of school hours

Main Responsibilities & Duties

Management

- Responsible for management of the school site in the absence of the site manager, such as out of school hours and at other times
- Be a role model for other members of the site team (caretakers/site maintenance and cleaners)
- Supervise the evening cleaning staff, being the first point of contact
- Key holder for the school for emergency call outs

Maintenance & Projects

- Undertake Building Development work as part of the site team, including significant building projects. Use specialist skills, where appropriate, to assist with this work.
- Support the school's site maintenance programme, undertaking work as directed by the Site Manager
- Report faults or issues with the building to the Site Manager, seek solutions and rectify the problem where appropriate.
- Undertake health and safety checks of premises

Lettings & Site Security

- Ensure premises and equipment requirements of site lettings are met, working closely with the PE technician and Site Manager.
- Provide a welcoming presence on site to reassure hirers and users of the site – being a point of contact for hirers, patrolling the premises, assisting users where necessary. Ensure hirers leave on time, and leave the site clean and tidy.
- Act as a deterrent to intruders; challenging them where appropriate and safe to do so. Seeking assistance when necessary.
- Ensure users are aware of emergency procedures and where necessary have received the appropriate induction into the school's site and equipment.
- Act as an onsite First Aider
- Locking up the school site after lettings; to include checking premises are vacant, checking all doors to buildings, turning off lights, closing windows, setting the alarm.



JOB DESCRIPTION *(continued)*

Cleaning

- Supervise the evening cleaning team including carrying out regular checks on standards of work.
- Ensure cleaning of areas takes into account additional demands of lettings use.
- Ensure cleaning supplies are available, requesting replenishments from Site Manager where necessary.
- Work with Site Manager and Business Manager to ensure adequate staffing levels.

Other

- Carry out any other duties that may be reasonably required as directed by the Headteacher or Business Manager, and as deemed appropriate for this level of post.

Facts & Figures

- A school of approximately 1050 students in years 7 to 11.
- A wide range of hirers using a range of facilities (sports, dance, performing arts, hall) 6 days per week
- Up to 1000 members of the public passing through the site in the evenings/Saturdays in any one week

Supporting Processes

Problem Solving & Creativity

Post has a degree of autonomy, although some work will be to a known routine. There may be frequent interruptions, which often need urgent attention.

Decision Making

Able to manage own workload, working within guidelines for routine/normal tasks. Any queries referred to line manager or supervisor, or other appropriate member of staff.

Physical Effort & Working Conditions

Postholder will need to be physically fit as the role will be active and out and about the school. Access to Office and IT systems. Will need to have a care for the routine safety of themselves, other staff and lettings users.

Contacts & Relationships

Daily contact with all members of staff and pupils, and a range of external bodies and contractors. Daily contact with members of the public.



JOB DESCRIPTION *(continued)*

Additional Information

NOTES:

1. Post is 37 hours per week all year round. Flexibility for annual leave required, based on project works over school holiday periods.
2. Grade 12 (points 12-19)
3. Hours of work 1.30pm - 9.30pm (2pm - 9.30pm on Fridays)
4. Weekend working will be required at times, time off in lieu or overtime will be paid.
5. The appointment is subject to the general conditions of service for Westfield Academy Staff and to a satisfactory enhanced DBS check and medical checks.
6. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

This job description is current as of May 2025.

Knowledge, Skills & Experience

- Experience of working in the building industry, ideally qualified/part qualified electrician or other trade
- Experience of line managing/supervising staff
- Excellent written and oral communication skills with the ability to lead a team
- Working knowledge of health and safety legislation as applied to site issues with a commitment to safe working practices.
- Excellent organisational skills
- Experience of working in a customer focussed role
- Qualified First Aider (or willing to achieve)
- Educated to Level 3 or above
- Good ICT skills
- Experience of record keeping

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.



INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **09:00am on Monday 9 June 2025**, with the interview to be confirmed.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to lisa.jeffreys@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Deputy Site Manager. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Deputy Site Manager
Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB
This position is full time and permanent.

Reporting to Site Manager

Location Westfield Academy and any other place operated by the Academy.

Start Date As soon as possible

Salary Grade 12: £27,711 - £31,067, plus shift allowance £2400 per annum

Holidays You are entitled to take holiday during normal school holidays except where your presence is required for the proper execution of your duties.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the Local Government Pension Scheme.

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