

# SITE WORKER

Fixed Term until Easter 2024 (covering staff absence)

Required for: As soon as possible



“The central aim of Dene Magna is that every learner shall achieve their maximum potential and enjoy the process”



Part of the Forest of Dean Trust (April 2020)



Dear Candidate

**Site Worker**

Firstly, I would like to take this opportunity to thank you for taking an interest in working for the Forest of Dean Trust as a key member of the Dene Magna School Team.

Our school aim is "That each and every learner shall achieve their maximum potential and enjoy the process." and we are very proud of our school. As well as being an Outstanding, successful, oversubscribed and high achieving 11-18 school, Dene Magna has character, personality and soul. We are the founding member of the Forest of Dean Trust, which also includes Drybrook Primary School (one of our partner primary schools) and we are located in the most beautiful setting, which is an easy commute from Cheltenham, Gloucester, Hereford, Bristol and surrounding cities. As someone who drives in each day from Tewkesbury, it is a joy not having to battle in traffic to get to work and it really helps with my mindset.

The successful candidate will be part of our site maintenance team, helping with a range of duties which, as you can imagine in a busy school, is paramount for the smooth running for everyone here. You will have a flexible approach to both the work and hours in this position and no day will be the same!

As you read the information in this pack, I hope you will get a feel for what it means to be part of our Trust.

If you wish to apply then please submit a supporting letter and completed application form outlining why you feel you will be the person we are looking for and what skills you bring to the role. The deadline for applications is Friday 27th October 2023.

I look forward to hearing from you and hope to meet you in person very soon!

Yours sincerely

Stephen Brady  
Chief Executive Officer of the Forest of Dean Trust  
Headteacher of Dene Magna School

# JOB DESCRIPTION

<b>Title:</b>	<b>SITE WORKER</b>
Responsible to:	Site Manager
Working hours:	37 hours a week, term time plus 4 weeks
Term:	Fixed term contract until Easter 2024 (covering staff absence)
Salary:	Pay range 11—14 (£24,054-£25,409)

## **MAIN RESPONSIBILITIES**

### **SECURITY OF PREMISES**

Assisting in the supervision of the site premises, including:

- Locking and unlocking of the premises
- Carrying out security checks
- Operation of fire and security systems
- Responding to emergencies affecting the school premises outside normal working hours

### **SERVICES**

Assisting in the efficient and effective operation and control of the site services including:

- Checking operation of the boiler/heating plant
- Reading meters (oil, electric, water, gas) and completing fuel usage returns
- Fire alarm tests, inspections and logs that require completing on specific frequency
- Health and safety inspections
- Gas inspections

### **MAINTENANCE OF PREMISES AND FURNISHINGS**

Assisting with the maintenance of the site premises

Maintenance:

- Carry out carpentry repairs on the site, principally to doors, locks, shelving and renovation of tables
- Undertake plumbing duties on the site, principally to sanitary ware and showers
- Renew light bulbs and fluorescent lamps and clean fittings
- Ensure that gutters, drain pipes, rainwater gullies and drains are kept clear
- Undertake internal/external decoration of buildings as required
- Liaise as necessary, after discussion with the Site Manager, with contractors in respect of work which it is necessary to contract out
- Undertake maintenance projects in accordance with maintenance programme as agreed by the Site Manager during the school holidays

Upkeep of external areas:

- Removal of all litter, grit, leaves, etc. from the site
- Emptying of waste bins etc.
- When the weather requires, ensure the main entrances and paths are clear of snow and applying grit and salt in winter

### **HEALTH AND SAFETY**

The post holder will assist the Site Manager and Finance Director in ensuring that the school site meets with Health and Safety requirements

### **OTHER SUPPORT DUTIES**

- Carry out portage duties as required
- Distribute school supplies within the site
- Moving and setting up furniture as required for special events, functions, exams, meetings etc.
- Arranging disposal of refuse through normal services
- The post holder will be expected to drive the school minibus as required and maintain the vehicle log book
- Undertake such other duties as may reasonably be expected in line with the grade of this post and the experience of the post holder



## JOB DESCRIPTION (continued)

### In return, we can offer:

- Professional, passionate and dedicated teaching and support staff, who are willing and eager to undertake continuous professional development.
- Talented, stimulating and enthusiastic students with a desire to learn.

We believe it is only right that we balance the challenges that we set, with an understanding that gets the best out of someone; which means valuing them and nurturing them. We are fully aware that a passionate, supported and well directed team will go on to achieve great things.

### As a Trust we provide:

1. Competitive salary and clarity in the performance management process.
2. The opportunity to take on short or long term roles within the Trust that help us along our journey.
3. The ability to work with teachers and children from other countries as part of Dene Magna's International School offer.
4. Dene Magna's Reflective Practitioner Programme.
5. Comprehensive new staff induction.
6. Full support for CPD and a career mapping tool to facilitate this.
7. Free onsite parking.
8. On site canteen.
9. Free use of the onsite Gym at Dene Magna.
10. A 'Secret Buddy' system to allow us to keep an eye on one another and appreciate the things we do that others might miss.
11. A Duvet Day for staff who have been with us for more than one term.
12. A termly prize draw for staff.

This information is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at anytime after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties.



## Safeguarding Information

Dene Magna School and the Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy can be found on our website under Policies.

## PERSON SPECIFICATION

The successful candidate will possess all or most of the following attributes:

QUALIFICATIONS	
<ul style="list-style-type: none"><li>A full, clean, UK Driving Licence</li></ul>	E
EXPERIENCE	
<ul style="list-style-type: none"><li>Relevant and substantial experience of working in this field, including:</li><li>Painting and decorating</li><li>Plumbing</li><li>Electricals</li><li>General handyman jobs</li><li>Basic and advanced DIY</li><li>Being proactive with maintenance of buildings</li><li>Experience using power tools</li></ul>	 D D D D D D D
KNOWLEDGE AND SKILLS	
<ul style="list-style-type: none"><li>Ability to maintain detailed and accurate records</li><li>Ability to liaise with contractors when required</li></ul>	 E E
PERSONAL QUALITIES	
<ul style="list-style-type: none"><li>Flexibility with regards to work and hours</li><li>Be adaptable and proactive</li><li>Organised, punctual and reliable</li><li>Have excellent problem solving skills</li><li>A positive attitude to continuous improvement</li><li>Hardworking and a team player</li><li>Use their initiative, especially in dealing with an emergency situation</li><li>Have the ability to work towards deadlines</li><li>Have a good sense of humour</li></ul>	 E E E E E E E E E

D = desirable      E = essential

# INTRODUCTION TO THE TRUST AND DENE MAGNA SCHOOL & SIXTH FORM

The Forest of Dean Trust was formed in April 2020 with Dene Magna School taking Drybrook Primary School and Nursery under its wing.

Dene Magna School is a successful, oversubscribed and high achieving nationally acclaimed 'Outstanding' Academy and Teaching School. Dene Magna also opened its Sixth Form College in September 2019.

Both schools are situated in a beautiful part of the country, enjoying easy links to surrounding towns and cities.

As a successful teaching school all staff, wherever they are within the Trust, have the opportunity to work alongside outstanding and supportive colleagues, to observe and share practice on a regular basis and develop pedagogy through reflection.

The Trust prides itself on excellent student behaviour and has a strong ethos about inclusion and diversity. We are passionate about our community and that includes staff work-life balance. All staff receive the highest level of support, have access to the very best in terms of resources and CPD and will be working in a community where they can really make a difference.

Our curriculum is tailored to meet the needs of our students that we serve, raising their aspirations and allowing them to pursue their dreams, with a particular emphasis on excellence and enjoyment. We listen, challenge and support each other while recognising that we all develop at a different pace and all experience a different journey.

Our community continues to thrive because of the relentless focus that we have on excellent teaching and learning.

At Dene Magna we actively promote our central aim each and every day...

***'that every learner shall achieve their maximum potential and enjoy the process'.***

## HOW DO I APPLY?

The next step for you in joining us on this exciting journey is to complete the application form and send this, along with a detailed covering letter explaining why your skills and experience would make you the perfect candidate for this position at Dene Magna School.

If you have any questions prior to you submitting your application or if you would like to come and visit us so we can share all the exciting things we are doing, please contact us at [vacancies@FODT.co.uk](mailto:vacancies@FODT.co.uk) or ring Diane Evans on 01594 542370.

We can't wait to hear from you!

**Deadline for applications is:** Friday 27th October 2023

**Interviews will be held:** W/C 6th November 2023

## OUR VISION, VALUES AND ETHOS

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



Being part of the Forest of Dean Trust means children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

A map of the Cotswolds Area of Outstanding Natural Beauty (AONB) in Gloucestershire, England. A red pin marks Ross-on-Wye as the central point. Surrounding locations and their approximate travel times are indicated:

- Worcester (50 mins)
- Hereford (40 mins)
- Gloucester (35 mins)
- Cheltenham
- Stroud (40 mins)
- Lydney (25 mins)
- Newport (50 mins)
- Bristol (1hr)
- Chippenham
- Swindon
- Cirencester
- Bourton-on-Avon
- Cotswolds AONB
- Malvern Hills Area of Outstanding Natural Beauty
- Ledbury
- Tewkesbury
- Evesham
- Stratford-upon-Avon
- Leominster
- Kingston
- Abertillery
- Pontypool
- Cwmbran
- Patchway
- Yale

The map shows a network of roads, including the M4, M5, M50, and various A-roads (A4, A16, A41, A42, A43, A44, A45, A46, A47, A48, A49, A50, A51, A52, A53, A54, A55, A56, A57, A58, A59, A60, A61, A62, A63, A64, A65, A66, A67, A68, A69, A70, A71, A72, A73, A74, A75, A76, A77, A78, A79, A80, A81, A82, A83, A84, A85, A86, A87, A88, A89, A90, A91, A92, A93, A94, A95, A96, A97, A98, A99, A100). Green areas represent the AONB, and blue areas represent water bodies like the River Sever and the River Avon.

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