



# ON TRACK EDUCATION



**SITE MANAGER /  
HEALTH & SAFETY OFFICER  
SILVERSTONE**

# ON TRACK EDUCATION SERVICES



ON TRACK EDUCATION SERVICES LIMITED WAS ESTABLISHED BY A TEAM OF SEN TEACHERS IN 2004. WE NOW HAVE EIGHT INDEPENDENT SPECIAL SCHOOLS, AND ADDITIONAL SUPPORT SERVICES, AROUND THE COUNTRY FOR YOUNG PEOPLE WITH A RANGE OF DIVERSE SPECIAL EDUCATIONAL NEEDS.

## ON TRACK SILVERSTONE

Our Silverstone school is an independent special school with places for up to 40 pupils aged 11 to 16 with a range of social, emotional and mental health difficulties. Our pupils often have histories of educational difficulties, poor attendance and/or exclusion from mainstream education. Many have special educational needs including behavioural, emotional, mental health and social difficulties and histories of challenging behaviour. Some have additional difficulties and specific learning difficulties including dyslexia, social communication difficulties, attention deficit hyperactivity disorder and autism.

We support our pupils to fulfil their potential by giving them unconditional support, providing them with good quality teaching and empowering them to effectively manage their own behaviour.



Our staff team work together to build and maintain positive professional relationships with all pupils, treating each pupil with tolerance and respect. We strive to provide our pupils with a sense of success and positive achievement, approached by giving every pupil unconditional support, underpinned by THRIVE principles.

Our new school site opened in Silverstone in September 2019. The school, moved from its old site in Silsoe, was judged to be 'Good' by Ofsted in 2017. This new school site has been inspected and approved by Ofsted and offers excellent facilities to deliver academic, creative, vocational and outdoor learning opportunities.

# RECRUITMENT AND SELECTION STATEMENT

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The safe recruitment of staff is the first step in the effective safeguarding and promoting the welfare of our pupils. On Track Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

On Track Education recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. On Track Education is committed to ensuring that the recruitment and selection process is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. On Track Education will uphold its obligations under law to not discriminate against applicants.

On Track Education will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references, one from most recent employer\*
- verification of the candidate's identity
- a satisfactory enhanced DBS check (including barred list information)
- verification of the candidate's mental and physical fitness for the post
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- the production of evidence of the right to work in the UK
- a check for a teacher prohibition order
- a check for a section 128 direction (for management positions)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our schools in any voluntary or paid capacity.

- On Track Education will contact current and previous employers, if an applicant is shortlisted, as part of pre-appointment checks. In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. On Track Education will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.
- Further checks may be made for applicants who have lived or worked outside the UK. These will include a check for information about any sanction or restriction that an EEA professional body has imposed.

# RECRUITMENT AND SELECTION STATEMENT

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On Track Education will take up any discrepancies or anomalies in the information provided or issues arising from references at interview.

On Track Education will contact current and previous employers of those applicants.

On Track Education will keep and maintain a single central record of recruitment and vetting checks, in line with the statutory requirements.

On Track Education requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within On Track Education are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances. On Track Education is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

# EQUALITY, INCLUSION AND DIVERSITY

**ON TRACK EDUCATION IS COMMITTED TO THE PRINCIPLE OF EQUAL OPPORTUNITY IN EMPLOYMENT**

On Track Education is committed to the principle of equal opportunity in employment. The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers (including agency workers) are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age. In accordance with our overarching equal treatment ethos, we will also ensure that no-one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed term employee. The Company's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.



# SITE MANAGER / HEALTH & SAFETY OFFICER

<b>Responsible to:</b>	Mandy Hayward-Flint , Head Teacher
<b>Location:</b>	On Track Education Silverstone
<b>Salary:</b>	£24,420 - £29,775 dependent on relevant experience
<b>Contract type:</b>	Full-time   40 hours. Monday to Friday. Hours to be agreed upon appointment. Part Time considered.



## SAFEGUARDING

All On Track staff are expected to maintain an awareness of equality and diversity in relation to pupils, staff and visitors to On Track.

On Track places safeguarding and wellbeing at the heart of all that it does and all staff are expected to:

- Adhere to the Staff Code of Conduct policy at all times
- Read and ensure their full understanding of all school policies
- Be mindful of safeguarding and child protection issues in relation to all pupils
- Report any concerns using the appropriate documentation
- Engage positively in all training opportunities



## CORE REQUIREMENTS

In fulfilling the requirements of the post, you will demonstrate essential professional characteristics, and in particular will:

- Inspire confidence in pupils and colleagues
  - Work collaboratively, and foster positive relationships, as part of the school team
  - Engage and motivate pupils, promoting their progress and well-being
  - Have high expectations of every pupil
  - Role model professional conduct and presentation
  - Contribute positively to the school's continual improvement and development
  - Promote and safeguard the welfare of the pupils
  - Work within school policies at all times
  - Maintain confidentiality
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## MAIN PURPOSE

- To ensure that the school site and grounds are maintained at all times in a safe, secure, clean and healthy state for pupils, staff and visitors. To work alongside the senior leadership team to organise contractors to carry out work at the school. To be responsible for maintaining good Health & Safety at the school.



## JOB DESCRIPTION

- To organise and ensure the security of the school premises
- To ensure the school is open for use as and when required and securing the premises at the end of the day
- To ensure the site remains a safe environment at all times
- To ensure good Health & Safety practice at the school
- To ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment as quickly as possible.
- To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary
- To regularly check premises for damage and areas of repair, keeping accurate records
- To carry out day to day maintenance and minor repairs
- To organise external contractors for more specialised work
- To make sure that heating, lighting and alarm systems are working properly
- To maintain the up keep of external areas

### Health and Safety Key Tasks:

- Implement the school's Health and Safety Policy
- Keep accurate records of all Health and Safety measures implemented
- Carry out any required actions following any inspection, in a timely fashion
- Arrange additional and specialized inspections as required
- Undertake Health and Safety training as required
- Ensure all staff and pupils undertake a Health and Safety induction
- Organise additional staff Health and Safety training as required
- Ensure the purchase and supply of the necessary Health and Safety equipment and resources for the school
- Ensure the Site Health and Safety information document is kept up to date
- Provide a Health and Safety Report prior to each Directors' meeting

### Working with the SLT to ensure that:

#### Fire

- A fire risk assessment has been carried out and is reviewed annually
- The Fire Safety Policy is implemented
- Adequate fire marshals are appointed and trained
- Fire drills are undertaken and documented at least four times per year and/ or shortly following the admission of a new student/member of staff
- Weekly fire alarm tests are carried out and documented
- Weekly smoke alarm tests are carried out and documented

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- Fire extinguishers and other equipment is checked at least weekly for signs of tampering and action taken as required
  - Fire extinguishers are inspected and serviced by an engineer annually
  - Emergency lighting is visually checked daily and checked and recharged monthly
  - All portable electrical equipment is tested annually (PAT testing), by a qualified tester
  - Fire evacuation procedure signs and fire exit signs are displayed clearly and kept current
  - Exit routes are kept clear at all times
  - Fire doors are kept unlocked whenever the building is in use

### **Accidents and Hazards**

- All accidents are reported and recorded
- The setting's accident records are accurately and securely maintained
- Accidents are investigated
- RIDDOR procedures are followed
- Any hazards are removed or isolated and staff warned until such time as the hazard can be made safe

### **First Aid**

- The First Aid Policy is implemented
- Names of trained first aiders and location of first aid equipment are displayed in the setting
- First aid equipment is maintained effectively

### **Water Safety**

- Implement the Water Safety and Control of Legionella Policy within the school by:
- Ensuring a water hazard risk assessment is undertaken by an outside contractor and all further action is taken in line with the company's recommendation
- All taps are run for two minutes at the beginning of each week before use and the record signed
- All taps are run for five minutes on return from any school holiday and the record signed
- All toilets are flushed at least once at the beginning of each week before use
- Tap water temperatures are monitored regularly and maintained at below 20 degrees Celsius for cold taps and above 45 degrees Celsius for hot taps. Both should be recorded
- Monitoring that the cleaning of taps etc. form part of the weekly cleaning schedule and the half termly deep clean routine
- Ensure all required water safety/drinking water signs are displayed throughout the school

### **Food Hygiene**

- Fridge temperatures are taken three times daily and accurate records kept
- Food in fridges is labelled when opened
- Food temperatures are taken and recorded
- Staff have appropriate food hygiene training
- Kitchens are regularly deep cleaned and records maintained

### **COSHH**

- The COSHH management procedures are implemented and accurate records are kept
  - Drivers and minibuses
  - All company vehicles are properly serviced and maintained
  - Vehicles are checked before each use
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- Driver compliance records are robust
  - Staff who drive their own cars have all relevant paperwork in place and visual inspection confirms that the vehicle is safe for the transportation of students

### **General**

- Comprehensive risk assessments are in place for all activities
- Offsite activities are well planned, risk assessed and all relevant assurances are sought
- Required Health and Safety signs are displayed throughout the setting
- Outside contractors complete the relevant H&S questionnaire
- The outside lighting is regularly checked and records maintained
- The setting's floor plans are maintained accurately
- A safety certificate of the mains electrical installation is renewed every five years
- All gas appliances are checked by a certified engineer annually
- There is a PEEP (Personal Emergency Evacuation Plan) in place for all students who are in any way disabled
- All necessary repairs and maintenance work is carried out by a competent person at the setting
- The Asbestos Management Plan and record keeping is robust
- DSE assessments are undertaken on individuals as required
- Advise and train staff on safer practices, recommending further training if necessary

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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 the managers to undertake work of a similar level that is not specified in this job description.

Your normal hours of work may be varied to meet the needs of the service with which you are based. You may be required to work hours in addition to your contracted hours.

On Track Education Services is committed to safeguarding the welfare of children and young people in their care and expects all staff, contractors and volunteers to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory enhanced DBS certification and reference.

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# PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<ul style="list-style-type: none"> <li>• Practical DIY skills to carry out minor repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial cleaning experience</li> </ul>
KNOWLEDGE & UNDERSTANDING		
	<ul style="list-style-type: none"> <li>• Understanding of safeguarding and child protection</li> <li>• Awareness of health, safety, security and hygiene issues</li> </ul>	
PERSONAL QUALITIES		
	<ul style="list-style-type: none"> <li>• The ability to manage your own workload</li> <li>• Good problem solving skills</li> <li>• The ability to use your initiative</li> <li>• To be thorough and pay attention to detail</li> <li>• A willingness to work flexibly.</li> </ul>	
ATTITUDES		
	<ul style="list-style-type: none"> <li>• A commitment to the vision and values espoused by On Track Education.</li> <li>• Commitment to own continuous professional development</li> <li>• Commitment to equality of opportunity.</li> <li>• Commitment to race and gender equality and social inclusion.</li> </ul>	



# SCAN HERE TO APPLY

[www.ontrackededucation.com/apply-now](http://www.ontrackededucation.com/apply-now)



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## CONTACT US

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