



RECRUITMENT INFORMATION PACK SITE SUPERVISOR

**Green Lane Primary Academy
Ribblesdale Avenue
Garforth
Leeds
LS25 2JX**

RECRUITMENT INFORMATION PACK

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August 2017

Dear Applicant,

Thank you for your interest in working at Green Lane Primary Academy within the Delta Academies Trust.

GLPA is a successful school in the outer east side of Leeds in the community of Garforth and works in partnership with the Delta Academies Trust. Delta Academies Trust is an educational charity that has a proven track record of securing transformational change and sustainable school improvement. GLPA is also one of the first 100 schools to be designated as a National Teaching School and leads the Delta Teaching School Alliance and is also a National Support School.

Green Lane Primary Academy is a welcoming school where everyone is valued in a safe, happy and healthy environment. It recognises, inspires and develops the potential of each and every person who walks through its doors, empowering them with the confidence for life-long learning and a readiness to play a positive role in their community.

You will be joining an ambitious and innovative organisation, so we are looking for a committed and energetic staff member who can secure positive outcomes for our young people, staff, families and the wider communities which they serve. We are looking for a teacher with outstanding practice who is able to share their experiences to enhance and enrich the quality of teaching and learning at Green Lane.

If you share our vision and passion for young people and their families then we would like to hear from you.

Lucy Carlisle
Head of Academy

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at **www.deltatrust.org.uk**

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives through transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.
- You will work alongside professionals in a fast-paced and **dynamic environment**.
- You will develop your skills alongside **like-minded colleagues**.
- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.
- **Career Development** - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, pediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a **Cycle to work scheme**
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Tech Salary Sacrifice Scheme** - this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobswest@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

SITE SUPERVISOR
Permanent / 25 hours per week / all year round
Split shifts to facilitate opening and securing the site
Grade C, pts 12-16, £16,123 to £17,419 Pro Rata
Required as soon as possible

We are seeking to appoint a Site Supervisor to start as soon as possible.

You will be a motivated individual with a high degree of professionalism and be able to demonstrate trustworthiness and integrity. Experience of working in a similar position would be advantageous. You will need to have a good understanding of Health and Safety legislation including moving and handling procedures and COSHH as well as experience of dealing with general maintenance and DIY.

Duties will include opening and securing the site, operation of heating and lighting systems, assisting with cleaning operations and helping set up for assemblies and performances. You will also be expected to liaise with contractors to obtain quotes for planned work / repairs.

We look forward to you joining our dedicated and supportive team.

Closing Date: Tuesday 5th September 2017
12 Noon

An application pack can be downloaded from
www.recruitment.deltatrust.org.uk
or by contacting our recruitment team on
0345 196 0095
or email
jobswest@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

JOB DESCRIPTION

Post: Site Supervisor
Salary: Grade C (pt. 12 – 16)
Responsible to: Office Manager

Purpose of the job:

To provide maintenance, cleaning and security services within the Academy.

Duties and Responsibilities

- To open and lock the academy premises, including during school holidays and after lettings during term time.
- To ensure that all tools, equipment and materials are safely stored at all times
- To set and test the security and fire alarm systems
- To check overall security of the site
- To respond to a call-out as a result of the alarm system being activated
- To contribute to the operation of heating plant and lighting systems
- To contribute to safety processes and cleansing operations , including regular checks of equipment
- To read meters as necessary and maintain approved records
- To undertake general maintenance and repairs such as – fixing locks, window catches, and toilet seats as well as general painting
- To regularly inspect the school site to carry out minor repairs, maintaining associated records
- To be aware of the provisions of any health and safety regulation in force and bringing matters of concern to the attention of the Office Manager
- To contribute to the daily maintenance of hard core surfaces and other areas, to include keeping paths, access points and entrances free of snow and ice to ensure safe passage as necessary
- To ensure that the academy is clear of litter and to contribute to the tidying of paths, drives and other hard surfaces within the site grounds as appropriate.
- To undertake cleaning duties as required and ensure adequate cleaning supplies are in stock
- To move furniture and equipment throughout the school as required
- To set up the hall for assemblies, performances other functions / meetings
- To undertake general gardening duties around the site such as weeding, planting and hedge trimming
- Collect and assemble waste for collection
- To attend meetings as required and participate in training as appropriate
- To work unsupervised as required by shift arrangement
- To promote the welfare of young people and adhere to safeguarding/child protection procedures in line with Academy Policy
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- There may be a requirement to work locally in other partner academies within the group.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: contractors, utility providers, emergency services, suppliers, parents/carers and members of the public

Internal: students, staff, parents, EAB members and any other visitors to the academy

This job description may be subject to change, following consultation between the post holder and the academy.

PERSON SPECIFICATION SITE SUPERVISOR

	Essential	Desirable
QUALIFICATIONS		
COSHH regulations	*	
Good standard of English and Maths	*	
KNOWLEDGE AND EXPERIENCE		
Handyperson/general maintenance experience	*	
Caretaking/site-keeping in a school or similar environment		*
Understanding of health and safety issues and good practice	*	
Knowledge of moving and handling procedures	*	
Willingness to develop knowledge of ICT and other specialist equipment/resources	*	
Working knowledge of relevant policies/codes of practice/legislation	*	
Awareness and understanding of basic safety and security measures	*	
SKILLS		
Good organisational and personal management skills	*	
Effective communication skills	*	
Ability to relate to people both in person and on the telephone	*	
Ability to use ICT effectively		*
Ability to deal with day to day issues on own initiative	*	
Good DIY skills	*	
Effective time-management	*	
The ability to meet deadlines	*	
Ability to relate well to children and adults	*	
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Commitment to self and team development	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
The holder will require an enhanced DBS	*	

ACADEMY'S STATISTICS PAGE

Green Lane Primary Academy Facts and Statistics	
Type of School	Primary Academy
Age Range	3 to 11 year olds
Location	Garforth, Leeds
Denomination	none
Co-educational or single sex	Co-educational
Number of students on roll	409
Attendance	96.7%
Date school established	1 st November 2010 as an Academy
School Awards	National Teaching School, National Support School, Healthy Schools Award, Arts Mark Gold, Eco-Schools Award, Sing-Up Award, International Schools Award, Primary Science Quality Mark Gold, Sports mark Silver.
Number of teaching staff	17
Number of support staff	17
% of students on free school meals	5%
% of students with SEN Statemented	0.3%
% of students with EAL	2.7%