

# PINNER

## HIGH SCHOOL



## SITE SUPERVISOR

### CANDIDATE INFORMATION PACK

Inspiring Learning

Beaulieu Drive, Pinner, HA5 1NB  
[www.pinnerhighschool.org](http://www.pinnerhighschool.org)

Dear Applicant,

Pinner High School is an exciting place to be. I have the best job in education: leading a new project with supportive local schools committed to sharing their expertise; an aspirational and involved community; a fabulous site, about to embark upon the next phase of a major refurbishment. The future is exceptionally bright.

We are now looking for a second Site and Maintenance Supervisor to join our team, to play a key role in the day to day operation of the school premises and site, helping to create a physical environment in which the wellbeing and learning of every child is central.

Your role with us would be engaging and full of variety, calling for an open mind, the highest expectations of yourself and the contractors who would assist you and an openness to expanding your role and responsibilities to reflect the expansion of our school and, with that, our use of our premises and site. Career development opportunities in a growing school are inevitable and the successful candidate will fully embrace such opportunities.

I am looking for colleagues who share my passion, our ethos and expectations, who are positive and have the flexibility needed in a growing school, who have integrity, who keep children at the centre of decisions, who can motivate and inspire students and colleagues, who enjoy their work, and who enjoy working with equally committed and talented colleagues. I am well aware that no matter how strong the foundations, an organisation is only as good as its people. So the Pinner High School that we build together will be one where colleagues are valued for the contributions they make to the lives of the young people we serve, and are recognised for the opportunities they provide for our students.

If Pinner High School sounds like it is right for you, complete the application form in full and submit a personal statement, of no more than two sides of A4, that explains why you want to work with us, why you are the best person for the role, and what you would contribute if you are appointed. Applications must be emailed to [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org). Please include your name and the post for which you are applying in the subject line of the email and in the file name with which you save your application. I look forward to hearing from you.



Chris Woolf, Headteacher

# Site and Maintenance Supervisor

Reports to:	The post holder will report to the Head of Operations
Start date:	1 September 2017
Salary:	H3 £18,657 FTE, actual salary will be around £9.94/hour
Hours:	Full Time, 36.25 hours, fully flexible 23 days holiday (not to be taken during term time) & bank holidays

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students in 2020/21. Its onsite sixth form, for up to 250 students, will admit its first Year 12 students in 2021/22. Pinner High will have its full complement of year groups in 2022/23. There will be 12 additional places for students with Autistic Spectrum Disorder. (So the total roll will be 1,162 if all year groups and the ASD places are full). Pinner High School is located on Beaulieu Drive, HA5 1NB. The site is adjacent to the site of Cannon Lane Primary School, which is currently expanding from 3 forms of entry to 4.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. These high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

While this post is expected to be based predominantly at Pinner High School it may involve work with, and at all schools within, the Trust as the Trust develops.

## CORE PURPOSE

To be committed to and to promote the school's vision, aims, objectives and values.

To provide comprehensive premises management and caretaking support so as to ensure that our school, premises and site is at all times a safe, fit for purpose and pleasant environment for students, staff and visitors

## GENERAL RESPONSIBILITIES

### **Repairs and Maintenance**

To provide and/or organise day to day maintenance, repair, carpentry, plumbing, plastering, painting and decorating in the school, premises and site and to maintain all usual premises management supplies e.g. tools, materials, utilities such as sand, soap, towels etc.

Maintenance of the school grounds and removal of litter.

To provide and/or organise planned preventative and reactive maintenance in the school, premises and site.

To assist with the supervision of the refurbishment programme

To manage contractors and subcontractors visiting the site ensuring that they complete work to a high standard, adhere to safe working practices, complete all required forms and provide all required reports, are aware of all safety and relevant matters, and that their presence is consistent with safeguarding requirements and obligations, providing supervision and/or chaperoning as necessary.

To maintain appropriate planned preventative and reactive maintenance and compliance records, in hard copy and/or electronically, collecting from contractors and sub-contractors as necessary, and to be fully aware of the substance of any such records and to actively implement or action any recommendations or matters arising.

### **Porterage**

To provide and/or organise porterage of furniture, equipment, or deliveries around the school, premises and site.

### **Health and Safety, Risk Assessment and Compliance**

To support and assist with the assessment and fulfilment of the school's health and safety, regulatory and compliance obligations and to provide and assist with ongoing risk assessment(s) and implementation of any recommendations or actions arising.

To report any health and safety, risk or premises management concerns to the Head of Operations and to use initiative to address any such issues immediately or in a timely fashion (depending on the nature of the issue).

To maintain and monitor appropriate health and safety, risk assessment and compliance records and to be fully aware of the substance of any such records and to actively implement any recommendations or actions arising.

### **Records, paperwork and procedures**

To maintain records and paperwork and to follow procedures to ensure the safe and efficient operation of the school, premises and site.

### **Managing and monitoring energy, lighting, heating etc.**

To ensure all energy and other readings are taken on a regular basis and to use all reasonable endeavours to ensure efficient consumption of such energy and other consumables.

To be responsible for checking boilers and heating apparatus, ensuring that all timings and settings are in correct working order and adjusted for varying weather conditions as appropriate.

To ensure all lights are working, electrical fittings and sockets are in good working order and turned off when not in use.

To monitor and maintain all usual premises management supplies e.g. tools, tapes, sand, and salt, utilities such as soap, towels and toiletries etc.

### **Cleaning**

To ensure the school, premises and site are cleaned to a high standard.

To organise, monitor and undertake administrative tasks in relation to cleaning contractors.

To ensure all toilets and associated areas are maintained to a clean, hygienic standard at all times and are stocked with soap, hand towels etc.

To manage and carry out the cleaning of areas as necessary during the school day and/or holidays including the removal, cleaning or clearing of spillages, including bodily fluids.

To maintain the school, premises and site in a safe, clean and tidy condition, including sweeping and litter-picking as necessary, and to ensure there is always clear access to walkways and driveways especially in adverse conditions.

### **Security and accessibility**

To have responsibility for the keys, master keys, locks, digilocks, access and evacuation controls, ensuring all such systems are in safe, working order.

To ensure that all gates, doors and windows are locked and unlocked as appropriate for the safety and convenience of all students, staff and visitors and for the day to day use and security of the school, site and premises.

To maintain and operate intruder and emergency evacuation alarms and systems and CCTV apparatus and to download footage as requested and to adhere to the school's policy.

To be fully aware of the substance of and to contribute to the planning and implementation of emergency evacuation and/or lockdown procedures.

## **Cover and Out of Hours Work**

To work to rotas and/or shifts as necessary and, from time to time, agreed. Weekend and evening work will be necessary from time to time.

To provide and organise adequate cover of the school, premises and site during the school day and out of hours where necessary or appropriate.

To respond to out of hours or emergency 'call outs' to the school, premises or site as necessary or appropriate.

To ensure that the school, site and premises are prepared and available for use out of hours, for example for open events, parents' evenings, school performances and/or for private or community lettings.

To ensure that the school, site and premises are rearranged after any out of hours' events ready for the next school day.

To assist with the marketing, booking and administration of private/community lettings.

## **Training**

To undertake training in ICT, first aid, health and safety, school policies and procedures and/or any area as considered necessary or appropriate to the role from time to time

## **NOTES**

The post holder may be asked by the Board of Trustees, Local Governing Body or Head teacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust.

All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

February 2018

## PERSON SPECIFICATION

The person appointed will have:

Education, Qualifications and Training	Essential	Desirable	How Identified
Good basic literacy and numeracy		Yes	Application
General practical maintenance skills and/or experience	Yes		Application Reference Interview
Attendance at courses related to premises management, health and safety etc.		Yes	Application Interview
Good basic IT proficiency		Yes	Application Interview

Experience	Essential	Desirable	How Identified
Experience of caretaking or premises management		Yes	Application Reference Interview
Practical repair/maintenance/DIY skills	Yes		Application Reference Interview
Taken responsibility for safety and security of a building		Yes	Application Reference Interview
Good general understanding of health and safety matters		Yes	Application Reference Interview
Good general understanding of risk assessment process and experience of risk assessing		Yes	Application Reference Interview

Experience of working with a range of stakeholders in a service environment		Yes	Application Reference Interview
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<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Ability to carry out general repairs and maintenance without guidance	Yes		Application Reference Interview
Understanding of premises management		Yes	Application Reference Interview
Competent in the use of IT	Yes		Application Reference Interview
Ability to use initiative and respond calmly in emergency or fast-moving situations	Yes		Application Reference Interview
Ability to work within a team and line management/reporting structure	Yes		Application Reference Interview
Good organisational and time management skills	Yes		Application Reference Interview
Good record-keeping skills	Yes		Application Reference Interview
Good communication & interpersonal skills	Yes		Application



Ability to establish positive working relationships with a wide range of people from within and outside the school	Yes		Reference Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes		Application Reference Interview
Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Yes		Reference Interview
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes		Application Reference Interview
Ability to maintain a non-confrontational approach	Yes		Application Reference Interview

Other Requirements	Essential	Desirable	How Identified
Willingness to sometimes work outside of normal hours (overtime will be paid as appropriate)	Yes		Interview
Flexibility, open-mindedness, enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Interview