

Inspire Partnership Academy Trust



Site Supervisor Rockliffe Manor Primary School

Recruitment Pack

Site Supervisor

Exciting Opportunity: Site Supervisor

Join our vibrant school community!

Are you a dedicated and experienced Site Supervisor looking for a rewarding role? We are seeking a highly motivated individual to join our team and play a crucial part in ensuring the smooth and efficient operation of our school facilities.

Your responsibilities:

- Oversee and manage all site maintenance and repair work
- Ensure the safety and security of the school premises
- Coordinate with contractors and suppliers
- Monitor energy consumption and implement cost-saving measures
- Assist with event planning and setup
- Manage waste disposal and recycling programs

What we offer:

- Competitive salary and benefits package
- Opportunities for professional development and growth
- A supportive and collaborative work environment
- The chance to make a real difference in the lives of young people

If you are a highly motivated and results-oriented individual with a passion for education and a flair for communication, we encourage you to apply.

For further details about this opportunity, please contact Nancy Cook, Headteacher via email ncook@inspirerockliffe.co.uk or visit our website www.inspirepartnership.co.uk

Closing date: Friday 10th January 2025 by 12 noon

Interviews: W/c Monday 13th January 2025

Start date: As soon as possible

The Inspire Partnership Academy Trust, is committed to safeguarding the welfare of children and expects all staff to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in applying for the role of Site Supervisor at the Inspire Partnership. We are an ambitious and growing multi-academy trust of nine schools situated in Greenwich, Croydon and Medway, serving diverse and aspirational communities of learners.

We have a track record of excellence and a national reputation for sustainable school improvement, focused on our Partnership Values:

- Collaboration matters
- Excellence in everything
- Community first
- Equity for everyone
- Continuous growth

We are seeking a skilled and experienced Site Supervisor to join Rockliffe Primary School. As a partnership, we always strive to attract the most creative and hardworking staff who share our belief that success is gained by developing a growth mindset; one which values effort and believes anything is possible.

Working for Inspire will provide exciting opportunities for candidates who are ambitious, creative, and enjoy working collaboratively. Our professional development core offer is of the highest quality; we are engaged in a range of research projects that are shaping education policy and have an extensive network of schools and organisations we work with. All of our schools are an inspiration. Our children love to learn, are creative, and believe in the ethic of excellence. Our curriculum is dynamic, connects learning with global themes, and provides children with opportunities to flourish.

This is an exciting time to join the Inspire Partnership as this role will be critical to enhancing the Rockliffe's environment for use by the children and the wider local community. The role will also be key to ensuring that Trust meets its health and safety obligations.

We look forward to hearing from you soon.

Yours sincerely,


Rob Carpenter
CEO Inspire Partnership
@robcarpenter



About the Partnership

We are an ambitious multi academy trust of nine schools situated in Greenwich, Croydon and Medway serving diverse communities of learners:

Greenwich

- Foxfield Primary School
- Rockliffe Manor Primary School
- Woodhill Primary School

Croydon

- Forest Academy
- West Thornton Primary School
- Woodside Primary School

Medway

- Delce Academy
- Elaine Primary School
- Maundene Primary School

Search 'Inspire Partnership Academy Trust' to connect to our school and trust websites and our social media channels to get a feel for what we are about.

There are many educational jobs out there but what sets us apart is the opportunity for staff in all roles to work at the cutting edge of educational thinking and practice. Regardless of your role, you will have the chance to develop your knowledge with access to the best training and development opportunities at each stage of your career, take part in ground-breaking research projects and be actively encouraged to work collaboratively with talented and innovative colleagues, both at a local and national level.

We are extremely proud of our curriculum model, which ensures pupils develop core knowledge and skills leading to high quality learning outcomes, as well as developing pupils' confidence to make a difference in the world. We believe the fundamental goal of a world class education is to ensure pupils make a meaningful contribution within their community and beyond. For this reason, our curriculum links to Oxfam's global citizenship and the United Nations sustainable development goals.

Job Description

Job Title/Post: Site Supervisor

Responsible to: Headteacher

Tenure: Permanent and Full-Time

Hours of Work: 35

Salary: Grade 5 – Spine Points (13-15 NJC Outer London) £31,986-£32,931 per annum

Base Location: Rockliffe Primary School, Bassant Road, London SE18 2NP

Job Purposes

- Working closely with the school leadership team and with support from the Trust-wide Premises team to take the lead on all aspects of site and premises maintenance and compliance to ensure the school is maintained as a resource that effectively meets the educational needs of the pupils. Working to a high standard on aspects including but not limited to matters of security, health & safety, cleanliness, portorage, maintenance of buildings, grounds and equipment; servicing, repairs and general upkeep. To support and facilitate contractors, services and works arranged centrally or locally.

Key Responsibilities:

1. Ensure all work and duties are undertaken in line with organisational values
2. Being first and main point of contact for premises and site issues and operations
3. Being an on-site contact throughout the school day
4. To operate and ensure others operate in accordance with relevant policies and procedures
5. Responsible for day-to-day property and asset management
6. To work with and advise school leaders on matters of property maintenance and safety
7. Support, coordinate, supervise and report on works and activities taking place on the site
8. To provide updates to leadership on activities and work undertaken towards the management of the estate
9. To lead and engage proactively with neighbours and other stakeholders on premises and site related matters
10. To maintain positive relations with contractors and suppliers advising of any concerns

Job Description - continued

11. To ensure contractors and estates related work maintain good safeguarding practice at all times including vetting and checking of DBS
12. Take responsibility for effective implementation of contracts taken out by, allocated or novated to the school
13. To take lead responsibility for all contractors working on site
14. To monitor and supervise the work of services providers including cleaning and catering, maintaining positive relations at all times
15. Plan, organise and schedule effectively work and tasks including prioritising as necessary
16. To ensure all risk assessments, method statements and permits are in place and followed at all times for own works and works by others on site
17. Making sure work is approved and signed off appropriately
18. Lead and undertake the opening and closing procedures of school buildings and grounds including systems and physical security and being principle keyholder
19. Monitoring of site security making recommendations to improve where necessary
20. Being available for works outside of school hours/days and for alarm, monitoring and emergency call-outs
21. To ensure adequate cover by self or others to maintain safe and compliant operations including on-call where necessary
22. Keeping school leaders and Trust Premises team informed about extended absences from home
23. Conduct routine safety and compliance checks, including:
 - Daily checks of school buildings and groundsFire safety checks (Check fire exit routes and doors , Check firefighting equipment is in place and Check alarm panel showing no faults)
 - Weekly fire alarm tests
 - Weekly water safety (legionella) flushing
 - Supporting any Trust-wide compliance and testing

Job Description - continued

Professional Development Programme

28. To maintain high standards of housekeeping and to take pride in school appearance, incl.:

- Grounds maintenance including hard and soft landscaping areas
- Grounds safety including relating to weather and seasonal issues (clearing of snow and leaves etc.)
- Painting and decoration
- Essential repairs and basic DIY works
- Waste management coordination
- Keeping the grounds clean and tidy
- Drainage, gullies and guttering to be kept clean and free from obstructions
- Safe storage and usage of tools and equipment
- Safe use, storage and management of chemicals and substances in accordance with COSHH requirements

29. To keep all premises related equipment and tools in good order at all times

30. To undertake portage and manual handling duties including mail, deliveries, furniture and equipment moving as required by school and activities

31. To manage stock levels and supply of consumables and chemicals

32. To undertake cleaning and tidying duties as required internally and externally including litter and after sickness etc.

33. To undertake basic gardening tasks including weeding and planters etc.

34. Facilities maintenance support:

- Checking on plant, equipment and energy usage
- Reporting faults and supporting repairs and maintenance works
- Advising on improvement needs
- Undertaking routine maintenance tasks for buildings and equipment

Job Description - continued

- 35. To input to and use any relevant tools, databases or estates management systems (such as Parago) keeping them accurate and up to date at all times
- 36. To keep comprehensive and detailed records of maintenance requests and works, including paperwork and logging on relevant systems
- 37. Help identify and prevent wastage of energy or other resources and to inform sustainability improvements
- 38. Procure, manage and undertake small projects and DiY jobs
- 39. Providing and sharing schedules of planned and completed works or projects
- 40. Maintaining records and documentation making them accessible for inspection as required
- 41. To engage positively and proactively to support lettings and other building users such as wraparound clubs and services, ensuring they are monitored and operated safely and in accordance with policy and contracts or agreements
- 42. Advise and support on the development of lettings and other external party arrangements
- 43. Positively support central procurement of goods, services and works such as contracts, service agreements and projects including the provision of information, documentation, costs and facilitating enquiries and visits
- 44. Lead on local procurement of Premises related goods, services and works within the school, including liaising with the Finance Team in regards to the purchase order processes.
- 45. Adherence to procurement and financial policies and procedures including for quotations and the placing of orders
- 46. To lead on development of costed local maintenance, servicing and projects; planning for the next three years
- 47. Keep track of project and works costs and spending needs and report accordingly
- 48. Support the setting of budgets and reviewing financial matters relating to premises and health & safety.
- 49. Facilitate and participate in site audits and assessments, prioritising remedials and improvements where needed
- 50. Participation in school performance management and appraisals as well as other line-management requirements
- 51. Participate positively in training, CPD and Premises team work and activity across the Trust
- 52. To be sufficiently competent in relevant matters of health & safety undertaking training where required
- 53. To meet and communicate regularly with school leaders, Estates leaders and other site team members at other schools and to participate positively in meetings and briefings both formal and informal
- 54. To support the safety and comfort of children, staff, contractors and visitors to the site
- 55. To support and work at other schools within the Trust as necessary

Person Specification

Essential

1. Ability to proactively support and deliver against organisational values
2. Good working knowledge of school estates
3. Experience in premises maintenance, including cleaning, repairs, and general upkeep
4. Knowledge of health & safety regulations and compliance procedures
5. Ability to plan, organise and adhere to work schedules effectively
6. Ability to effectively prioritise tasks
7. Good communication skills and the ability to work with contractors, staff, and management
8. Willingness to work flexible hours and respond to emergencies
9. Physical fitness for manual handling tasks
10. Basic handyperson skills, including safe use of power tools
11. Ability to ensure the safety and security of school premises and pupils at all times
12. Commitment to ensuring good safeguarding of children at all times
13. Experience of supervising operative staff on day-to-day operational activities and planned or project works
14. Understands the different policies, strategies and action plans in place and their purpose in managing the estate
15. Experience of giving appropriate challenge to ensure that work is effectively managed within approved arrangements
16. Understands the principles of budget management and how these are used in the organisation
17. Experience of identifying and addressing risk across the site
18. Experience of supervising external contractors on site
19. Ability to challenge suppliers where slippage or issues occur
20. Awareness of and ability to support what live contracts on site are expected to deliver
21. Good level of experience in adhering to set procedures and guidance for procurement
22. Awareness of business continuity and emergency planning processes in place across the organisation, ensuring staff follow them effectively
23. Gains an understanding of where key documentation is stored and held across asset registers and database systems
24. Understands, adheres, and promotes compliance with statutory guidance and documentation, such as safe asbestos management internally and to third parties
25. Understands the importance of obtaining and recording condition information

Person Specification

26. Understands the importance of accurate and up to date condition, compliance, and sufficiency data across the estate for effective estate management
27. Experience of carrying out checks and providing advice and support to ensure the estate is fit for purpose
28. Experience of ensuring that resources are used in an efficient manner
29. Experience of creating and updating data management systems, including historical data, in support of estate strategy
30. Good IT skills and ability to work with estate database systems for monitoring and uploading documentation
31. Good understanding of the efficient use of buildings to help reduce energy and achieve value for money
32. Good understanding of how to operate building systems and controls (such as heating systems and building management systems)
33. Working knowledge of health & safety legislation, premises-related statutory compliance requirements, standards, and best practice
34. Ability to recognise weaknesses and failings against statutory requirements in the operation of the estate
35. Understanding escalation policies for higher risk health and safety issues
36. Understands the importance of audit trails and evidence recording
37. Experience of supervising operative staff in conducting minor maintenance work on estates and premises in accordance with health & safety, any other relevant legislation and site security/competency assessment measures
38. Experience of managing the delivery of preventative maintenance and reactive maintenance within budgetary, time and health and safety requirements
39. Willingness to undertake regular training and skills development

Person Specification

Desireable

1. Previous experience in a similar role within an educational setting
2. Knowledge of contract cleaning and catering practices and supervisory experience
3. Training and/or qualifications in carpentry, plumbing or electrical work
4. Understands the principles of space requirements, allocation, and utilisation in a school environment
5. Understands the role senior leadership and governing body play in how the estate is managed
6. Understands the approval processes for estate activities
7. Understanding the role of financial/budgetary statements in estate management
8. Understands the legal interests held by others that impact on the day-to-day management of land and buildings
9. Understands how to assess the physical condition of the estate from data
10. Understands how accurate historical data can be used in planning
11. Experience of maintaining records on energy and water use and waste
12. Awareness of how climate change affects the school estate
13. Experience of supporting external audit and specialist consultants

Note: The person specification outlines the key requirements for the role of Premises Assistant. Candidates should possess the essential requirements, and desirable qualities will be advantageous.

June 2024

Safer Recruitment

Our Commitment to Safer Recruitment

The Inspire Partnership Academy Trust is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We will only recruit candidates who share this commitment and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable and any job offer will remain conditional until satisfactory completion:

- References (will be sought before the interview process)
- Occupational Health pre-employment medical screening
- Enhanced DBS check
- Barred list check
- Section 128 check
- Overseas criminal records check
- Identity check
- Online media check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

Recruitment of Ex-Offenders

If you are successful at interview, then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most of our roles will also require a Barred List check. We will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.