

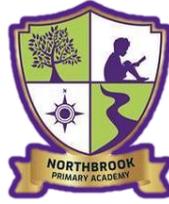


Site Supervisor



“Providing great schools at the heart of the local community”





Dear Applicant,

Thank you for showing an interest in the role of Site Supervisor at Northbrook Primary Academy, a school in Endeavour Learning Trust.

Northbrook Primary Academy is a growing and thriving school. At our school, you will find inspirational and challenging teaching and learning, outstanding pastoral care and a genuine belief that every child can succeed. Our overriding priority is to get to know each of our children for their own special uniqueness. Building and maintaining strong relationships with our parents is essential to this and we also take our role at the heart of the community seriously. We are proud of our significant improvements over recent years and we will continue to provide the very best for each and every one of our students.

We are a school with a nurturing environment which is dedicated to developing happy, respectful and independent young people. All of our staff are extremely passionate about ensuring the successful development of each individual child. Our children behave really well and they thrive in our warm, welcoming yet ambitious environment.

One of our many strengths is our community spirit and family feel; our size means that each student is well known as an individual and supported by key staff, as well as being challenged to be the best they can be. Getting the right balance between academic and pastoral support is vital to us. At Northbrook Primary, we believe that every student should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we get the right balance between encouragement and support and stretch and challenge.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch with our Central HR team.

Yours faithfully,

Mrs C Adams
Executive Primary Headteacher

Advert – Site Supervisor

Are you hardworking, committed and reliable? Do you feel you could deliver outstanding operational support to a thriving Academy? A fantastic opportunity has arisen to join our supportive and committed team. If you have site or school experience and a strong work ethic we would love to hear from you!

Post Title:	Site Supervisor
Salary:	£16,251 to £17,942 (Grade 5 SCP 6-11)
Hours:	30 hours per week (Split shift)
Base:	Northbrook Primary Academy, Bannister Drive, Leyland PR25 2GB

The successful candidate will work as part of a team to ensure the effective upkeep of the school premises and grounds. We are looking for experience in setting up and contributing to repairs and maintenance programmes, working to Health and Safety legislation at all times and an ability demonstrate a wide range of practical skills. Previous experience of working in a school environment is desirable but not essential.

The School can offer you:

- A caring and supportive school environment
- On-site parking
- A modern, well-resourced school
- A fantastic government pension scheme
- 24/7 access to employee wellbeing package
- Encouragement of further professional development

This post is part time, permanent and full year

To apply, for this vacancy please complete an application via the TES link located on our school website

If you require any further information about this role please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org

Applications should be submitted by 9am on Thursday 14th April 2022

Interviews to be held on Thursday 21st April 2022

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

This post is subject to an enhanced DBS check
Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

JOB DESCRIPTION

Job Title	Site Supervisor
Grade	Grade 5 SCP 6-11
Salary	£20,043 to £22,129
Pro Rata	£16,251 to £17,942
Location	Northbrook Primary Academy, Bannister Drive, Leyland PR25 2GB
Hours Per Week	30 hours per week During term time: Monday to Friday 7am – 9am & 2pm - 6pm (split shift) During school holidays: Monday to Friday 8am – 3pm <i>(there may be variations to times within the holiday periods)</i>
Weeks Per Year	Full Year
Contract	Part time, Permanent
Responsible to	Operations Manager, Endeavour Learning Trust Central Estates Team
Job Purpose	
Under the general guidance of the Site Supervisor to contribute to the smooth running of the Academy by carrying out a range of site supervisory duties to the agreed quality standard, including security and supervision of the site and related equipment and other duties including portering, cleaning and maintenance. Management and monitoring of cleaning staff/work.	
Main Activities	
<p>Security and Supervision</p> <ul style="list-style-type: none"> • To organise and manage the work of the caretaking and cleaning team. • To ensure that security of the school site is maintained including: <ul style="list-style-type: none"> ○ The routine and non-routine opening of school premises and grounds ○ To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). ○ Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. ○ Providing access to the school for contractors and advising the Headteacher of their presence. <p>Caretaking and Reactive Maintenance</p> <ul style="list-style-type: none"> • To ensure that the standard of the school site is maintained to operate effectively and to provide a high quality environment for students, staff and visitors, including: <ul style="list-style-type: none"> ○ Drawing the attention of the Headteacher or line manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff. ○ Undertaking cleaning when required. ○ Utilise the school's estate management software for completing compliance and job requests. ○ Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including, but not limited to:- <ul style="list-style-type: none"> ▪ basic plumbing work 	

- minor maintenance of the heating system
- minor repairs to school furniture, sports and classroom equipment
- painting and decorating including both planned decorating and reactive day to day touching up.
- plastering work
- fencing and boundary repairs
- glazing work, (specialist contractors would be used for repairs to large window panes or double-glazed units or window at a high level or glass covered by safety glazing regulations)
- Minor gardening duties, excluding application of weed killers
- Ensuring that all areas within the site are free from litter and waste and that all drains and gullies are free-flowing and clean.
- Assisting with taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.

Planned Maintenance

- To support the site manager in the delivery of school compliance checks, including:
 - Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
 - Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding.
 - Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other Duties

- To be visible around site and promote the services of the site team and ensure that all staff have an understanding of services available and how to access them.
- Undertaking letting and related duties as appropriate.
- Verifying claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Carrying out an annual check of site maintenance equipment stock against the Inventory.

Support for the School

- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning

- To support and encourage the Trust's ethos and its objectives, policies and procedures.
 - To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the CEO/Executive Headteacher/Head of School

NOTE: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

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Person Specification – Site Supervisor

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
Knowledge of Health and Safety guidelines	E	AF/I
Knowledge of CoSHH guidelines	E	AF/I
Professional development relevant to post	E	AF
EXPERIENCE		
The successful candidate will have:		
Experience of undertaking a caretaking or site supervisory function	E	AF/I
Experience of supervising staff	E	AF/I
Demonstrate experience of basic DIY, maintenance and repair skills	E	AF/I
Demonstrate experience of using powered tools and equipment relevant to the role	E	AF/I
Experience of testing portable electrical equipment	D	AF/I
Experience of working within a school environment	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Demonstrate they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Problem solve and create innovate solutions	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I

A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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