

Briefing Pack for Applicants Building Supervisor



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Building Supervisor

Pay scale: Grade 4, Scale Point 7-12 (£22,369 to £24,496 pro rata)

Contract: Full Time Permanent, 37 Hours per week x 52 weeks (flexibility around working weeks can be discussed at interview stage)

Start date: ASAP

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost. Chapelton Academy joined the Trust in September 2020.

We are seeking to appoint a Building Supervisor to support the management of premises. As part of the role you will be required to provide some curriculum support to Technology and Engineering, including statutory testing. The successful post holder will join a staff team who are committed and enthusiastic in realising the vision of the academy and ensuring the best possible outcomes for our students.

The post is a full-time position Monday to Friday, shift patterns/working weeks can be discussed at interview, as we are open to different working patterns.

Candidates are able to have an informal discussion about the role with Adele France, Chief Finance and Operations Officer, Arrangements for this can be made by contacting the HR team via hr@minervalearningtrust.co.uk

The closing date is 09:00 am on Wednesday 2nd August 2023 and interviews will take place the week commencing 7th August 2023.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting the HR team via e-mail: hr@minervalearningtrust.co.uk

The application form and information pack are available on the academy website www.chapeltonacademy.com **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.**

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for students who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary Academics across Sheffield to create a new partnership of Academics which supports the education of over 5000 students. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary Academy became the first primary Academy to join the Trust. We resolutely believe that we are stronger together and that each Academy within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular Academy.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do, and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected, and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills, and ambition to support our aims and contribute to the delivery of the very best for our students then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate

Thank you for your interest in this role and in our academy. Chapelton Academy is a purpose built Post 16 academy which is based at Hydra Business Park in the heart of the community between Ecclesfield and Chapelton.

The Academy provides A-level education with a personalised and caring ethos. We are immensely proud of our students and their achievements which have placed us at the top of the academic progress tables for North Sheffield and well above the national average. Our Ofsted report in September 2018 grade us as Good.

We are seeking a Building Supervisor to replace the current member of staff. The post can be flexible with days and times to be negotiated on interview. We would welcome visits from interested candidates.

We are committed to staff well-being, training and development and we are excited to have joined Minerva Learning Trust in September 2020, which will provide further opportunities for our staff and students.

I look forward to receiving your application.



Dayle Coe
Headteacher

Section 4: About Chapeltown Academy

OUR MISSION

To provide a community that empowers, nurtures and inspires all individuals to achieve academic and personal success, improve everyone's life chances and impact positively on society.

OUR VISION

Our mission is underpinned by our vision and is based upon the principles of; Academic Rigour, Personalisation, Community:

Academic Rigour - Our students will:

- Develop life long learning skills
- Achieve excellent outcomes
- Experience a robust curriculum
- Receive outstanding teaching

Personalisation – Our staff will:

- Promote and model resilience
- Provide outstanding pastoral support
- Develop students' wider key skills
- Show empathy and compassion

Community – Our community will:

- Celebrate diversity
- Respect equality and inclusion
- Collaborate with our neighbours
- Connect with individuals and the wider world

OUR VALUES

Our values underpin all of the work that we do and all of the decisions that we make. We are:

Compassionate

e.g. We care for each other, we support each other and contribute towards the wider good of society.

Respectful

e.g. We respect ourselves and each other, even when we might have a difference of opinion.

Independent

E.g. We take responsibility for our own learning, work well in groups and show great leadership.

Resilient

We work hard, we aim high and we never give up; even when things become challenging

We are Chapeltown

OUR BELIEFS

- We are driven to improve the lives of all our staff and students.
- We are passionate about our subjects and teaching them.
- We are dedicated to supporting all individuals.
- We are compassionate with every individual.
- We are dedicated to ensuring all students achieve their potential.
- We are focussed and committed to preparing students for life.
- We are resilient and determined.

ABOUT US

Chapeltown Academy is situated on the business park between Chapeltown and Ecclesfield in the north of Sheffield. The academy was established in 2014 to provide academic study programmes for local people aged 16 to 19 and to foster progression to higher education and apprenticeships. The academy enrolls students from a wide geographical area, with the great majority coming from Chapeltown, Sheffield, Barnsley, Rotherham and surrounding villages.

Our students follow a range of A-Level subjects in English, Maths, the sciences, humanities, computing, modern foreign languages, law, business, sociology and psychology. Most of the students at the academy are aged 16 to 18, with a small number aged 19.

Extra-curricular activities are a fundamental pillar of the Chapeltown Academy experience. We believe these activities build character and fitness whilst giving students the opportunity to develop additional skills, meet new people and try new things.

Our students are able to access trips and visits which provide the opportunity to explore subjects in depth in different contexts. This includes adventurous residential trips in the UK and abroad.

There are 32 staff employed at the Academy and in September 2020, we joined Minerva Learning Trust which is a multi-academy trust in Sheffield supporting students in Ecclesfield Academy, Handsworth Grange Community Sports College, High Storrs Academy and Stocksbridge High Academy and Woodthorpe Community Primary Academy. The Trust employs approximately 750 staff and has over 5500 students.

We look forward to your application and thank you for your interest in our academy.

Further information about the academy including access to the full Ofsted Report can be found on our website: www.chapeltownacademy.com

Section 5: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Building Supervisor
GRADE/SALARY	Grade 4, Scale Point 7-12
HOURS/WEEKS	37 hours per week/52 Weeks per year
LOCATION	Chapelton Academy
RESPONSIBLE TO	Business Support Manager
RESPONSIBLE FOR	Cleaners
PURPOSE OF THE JOB	<ul style="list-style-type: none"> • Security of premises including unlocking/ locking of college • Maintain the Health & Safety of the site • Arrange and oversee the activities of external contractors on-site • Complete risk assessments and assist in the completion of academy policies in relation to H&S • Provide technical support to engineering include statutory testing • Cleaning duties and line management of additional cleaners
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of literacy and mathematics to GCSE/Level 2. • First Aid trained (training will be provided) • COSHH • IOSH or willingness to undertake

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

Responsibilities and accountabilities

Main Security Duties

- Risk assessment of security risks to the school (grounds, premises and contents)
- Work with staff & students to ensure fire safety knowledge is up to date and schedule fire drills followed up by full feedback to the HT.
- Operate and respond to alarm systems & liaise with police, security and surveillance contractors
- Oversee the activities of external contractors on-site
- Lock/unlock school buildings and areas

Maintenance Duties

- Manage Routine Maintenance and Servicing
- Supervise maintenance contractors and undertake regular site inspections
- Identify defects of repairs and maintenance requirements and log on via EVERY
- Undertake appropriate repairs and minor decoration projects
- Ensure general upkeep and maintenance of the premises is satisfactory to the school's standard
- Carry out H&S checks including emergency lighting, legionella, electrical visual checks, fire alarm testing etc.
- Collect and assemble waste for collection
- Undertake cleaning duties- COSHH knowledge required
- Coordinate deliveries to school site
- Supervise and (where necessary) provide training for other staff e.g. new starter's site H&S, fire evacuation procedure and cleaners training.

Organisational & Supervisory

- Monitor & manage premises stock within an agreed budget, cataloguing resources & undertaking audits as required
- To line manage cleaning staff on site

Support for the academy

- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of the academy.
- Develop constructive relationships and communicate with students, staff, families and other agencies/professionals.
- Share expertise/skills with others.

- Participate in training and other learning activities and performance developments as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

Supporting Curriculum for technology and engineering

- Preparing Materials
- Setting up of equipment
- Regular health and safety checks on equipment and machines
- Support staff with risk assessments
- Supporting staff with ordering of materials
- Engage with relevant training courses to fulfil the role

SAFEGUARDING

- To be aware of and work in accordance with the academy's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the academy community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the academy and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Building Supervisor

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
Good standard of literacy and mathematics to GCSE/Level 2	AF/I
IOSH or willingness to undertake	AF/I
KNOWLEDGE AND EXPERIENCE	
Awareness of Health & Safety and COSHH regulations	AF/I
PROFESSIONAL DEVELOPMENT	
Evidence of a commitment to Continuous Professional Development	AF/I
Willingness to actively participate in professional learning	AF/I
SKILLS	
Manage Routine Maintenance, H&S checks and Servicing	AF/I
Undertake appropriate repairs and minor decoration projects	AF/I
Undertake cleaning duties & line manager additional cleaners	AF/I
Ability to communicate with a range of young people and adults	AF/I
Able to work constructively as part of a team	AF/I
Ability to monitor & manage premises stock within an agreed budget, cataloguing resources & undertaking audits as required	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
 AF = Application form
 I = Interview
 R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview

Candidates will be invited to spend a day visiting academy during which time they will have the opportunity to meet staff and students and see the academy at work. Interviews are likely to take place in the afternoon. * Due to Covid-19 Restrictions Interview arrangements may vary from the normal process.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to recruitment@minervalearningtrust.co.uk by the closing date.

Section 8: Visitors to Chapeltown Academy

Approaching from the north

By car (via M1)

Visitors should leave the M1 at junction 35 and follow the signs for Rotherham/Chapeltown towards Chapeltown. Take the exit onto Cowley Hill/A629 and turn left onto Nether Lane/B6087. At the roundabout take the second exit and stay on Nether Lane. Hydra Business Park is on the left hand-side and you will see the entrance to the Academy as you drive through the site.

By Train

Chapeltown station is served by regular services from Barnsley, Leeds and Kirklees. Upon leaving the station, head for the mini-roundabout and continue straight ahead onto Cowley Lane. Turn right onto Nether Lane and, at the roundabout, follow the second exit and stay on Nether Lane. Hydra Business Park is on the left hand-side and you will see the entrance to the Academy as you walk through the site. The Academy is just over a mile from the station.

Approaching from Sheffield

By Car

Take the A61 through Hillsborough and continue towards approximately 1 mile until reaching the right-hand filter from the dual carriageway, sign posted Ecclesfield. Follow this road, crossing a mini-roundabout, through the housing estate for approximately two miles, until reaching a T-junction. Turn right. Ecclesfield Parish Church will be on your left-hand side. Continue for approximately 600 meters until reaching the T-junction with Chapeltown Road. Turn right then left at the traffic lights onto Nether Lane. Hydra Business Park is situated on the right-hand side as you travel up Nether Lane and you will see the entrance to the Academy as you drive through site.

By Train

Chapeltown station is served by regular services from Sheffield central station. Upon leaving the station, head for the mini-roundabout and continue straight ahead onto Cowley Lane. Turn right onto Nether Lane and, at the roundabout, follow the second exit and stay on Nether Lane. Hydra Business Park is on the left hand-side and you will see the entrance to the Academy as you walk through the site. The Academy is just over a mile from the station.