



Buildings Supervisor Mercia Learning Trust

**Grade 4, £20,092 - £22,183
37 hours, 52 weeks**

Candidate Information Pack



Mercia
Learning Trust

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Welcome Letter from Chris French. CEO

Dear Applicant

Thank you for your interest in this role within Mercia Learning Trust.

Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest on any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every student, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every student, whatever their background, will attend an exceptional school. We believe students should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to student success and well-being that we choose to think of every student we serve as if they were our own, and to measure our actions and impact against this.

The Trust was originally founded around King Egbert Secondary School. However, very quickly a multi-academy partnership formed with two feeder schools (Nether Edge Primary and Totley Primary). This was followed by further growth with a local secondary (Newfield School) and primary (Valley Park Primary). In 2018 the Trust opened a brand new secondary school (Mercia School) to meet the need for local population expansion. Currently we educate approximately 3600 students from ages 2-18+, although this will increase to around 5000 as our current schools grow in the next few years.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our Trust.

Alongside our students, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams.



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This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our Trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French
CEO





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Trust Mission and Principles

Moral Purpose

We share the same moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives... The statement, "Realising Potential. Transforming Lives.", summarises this commitment.

Mission

Working as individual schools, and in partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and wellbeing that we choose to think of every pupil we serve as if they are our own, and to measure our actions and impact against this.

Staff Principles

Six principles, shown in the MERCIA acrostic, underpin everything we do as staff in our trust.

- **Moral Purpose** - We exist to inspire pupils to realise their full potential and to lead happy, healthy and fulfilled lives.
- **Expectations** - We have exceptionally high expectations of everyone and pursue excellence.
- **Relentless focus on learning** - Helping every pupil learn successfully is the most important thing we do. We prioritise our time, energy and resources to ensure our curriculum and the environment for learning is exceptional.
- **Culture** - We demand consistency, kindness, tolerance and respect in all relationships; and that every member of staff goes above and beyond to achieve pupil success.
- **Impressive staff** - We are committed to recruiting, developing and retaining them, and helping them secure a healthy work-life balance.
- **Alignment** - We believe partnership brings profound benefit to each school, and that we are stronger together.



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Pupil Values

We want every pupil to realise their potential and to lead a happy, healthy and fulfilled life. We expect a great deal from every pupil and these expectations are expressed in our six trust values:

- **Ambition** – we expect pupils to want to be the best they can be, to aspire to achieve success at school and in later life.
- **Strength** – we expect pupils to develop strength of character, determination and resilience to overcome the inevitable barriers to success that all people face.
- **Passion** – we expect pupils to become inquisitive and develop a thirst for knowledge and learning.
- **Independence** – we expect pupils to be organised, prepared and to develop personal responsibility.
- **Respect** – we expect pupils to show good manners, kindness, tolerance and exemplary behaviour at all times.
- **Endeavour** – we expect pupils to work hard, to fully engage and enjoy all aspects of school life: and preserve a healthy balance that maintains their wellbeing.



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The Mercia Pledge

Alongside our pupils, our staff are our greatest asset. We recognise that our success, and that of every pupil, is inextricably linked to our ability to attract, recruit, develop, retain and care for our staff. Whilst we demand absolute commitment to our moral purpose, mission and staff principles; the Mercia Pledge is our commitment to *all* staff.

Teaching staff can expect:

1. An outstanding primary and secondary Initial Teacher Training offer through the Mercia Learning Alliance
2. High-quality NQT and RQT induction and support
3. Effective annual appraisal and career conversations
4. Support to improve via targeted CPD and movement through a formal CPD career development pathway
5. To be included in strategic succession planning to develop and retain them
6. A commitment to reduce staff workload and increase staff wellbeing

Support staff can expect:

1. High-quality induction into a new role
2. Effective annual appraisal and career conversations
3. Support to improve via targeted CPD
4. To be included in strategic succession planning to develop and retain them
5. A commitment to reduce staff workload and increase staff wellbeing



Welcome from Charlotte Chance, Director of Finance and Operations

Thank you for your interest in this role within the Central Services Team at Mercia Learning Trust. Our Central Team was established in 2016 and has seen continued growth in capacity and expertise over the last few years.

We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful operation of the Trust and is focused on supporting the improvement of educational standards in all our schools. All of the work carried out by our Central Teams is in relation to the non-teaching and learning aspects of running our schools; Estates, Finance, HR, IT and Payroll.

We want to drive improvement by developing the efficiency of our schools through shared resources. Effective and efficient use of resources supports teaching and learning across the schools and ensures both the long-term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Director of Finance and Operations, I ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all our schools. As a team, we offer a high-quality service to all of the schools within the Trust. This centralised structure relieves the burden of administrative responsibility from schools allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.



The Role

**Grade 4 £20,092 - £22,183,
Permanent, Full Time**

Mercia Learning Trust is a successful and growing multi-academy trust which currently includes a new secondary school which opened September 2018, 2 PFI secondary schools with facilities management and catering provided as part of the contract, and 3 primary schools.

We are looking for an enthusiastic Buildings Supervisor to be responsible for managing all site related issues primarily based at Mercia School with flexibility when require working across all school sites. This includes maintenance, repair, and improvements in relation to the buildings (interior and exterior, furniture, fittings and the school grounds).

The Buildings Supervisor will:

- Deal with all site related issues including maintenance, repair and improvements in relation to the buildings (interior and exterior, furniture, fittings and the school grounds).
- Providing a service to the site including security, lighting, heating, maintenance and operation of the building.

You will work in collaboration with the Trust Facilities and Estates Manager understanding compliances and managing change requests on behalf of the schools.

You will have proven experience of operational management, exceptional organisational, communication and management skills, the ability to work as part of a team and be diplomatic, self-reliant, self-motivated and able to work with minimum supervision.

To find out more about the role, please contact Mark Symonds, Trust Facilities & Estates Manager on 07949 109349 or download an application form and information pack from our website.

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. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English confidently is an essential requirement for this role.

Closing date for applications: Thursday 4th March 2021



Job Description

Post Title:	Buildings Supervisor *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	4
Hours/Weeks:	37 hours per week / 52 weeks per year
Responsible to:	Premises Manager
Responsible for:	N/A

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

PURPOSE OF THE POST

- To provide a service to the site consisting of security of the premises, lighting, heating, cleaning, maintenance and operation of the site, handy duties and assist in any premises related issues. To provide an efficient support service to the site users and community groups

KEY RESPONSIBILITIES

SECURITY OF PREMISES

- To act as a primary key holder
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators
- Lock/unlock premises and check for vandalism/break-ins
- Liaise with emergency services (eg. Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
- Make safe gas, water and electric power when locking.

CLEANING

- Responsible for the day to day cleaning of a designated area of the buildings and site in conjunction with the relevant agreement.
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- Responsible for the periodic striping and resealing of hard surface floors.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
- Remove graffiti from internal and/or external walls, windows etc., using appropriate cleaning equipment and materials.
- Monitor and provide reports on cleaning standards and follow up.
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults if necessary.
- Transport refuse to bin/skip areas from agreed collection points.
- Mop up and remove spillage, floods, vomit and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Clear snow off main paths steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean high/walls/internal windows.

GENERAL DUTIES

- Responsible for effective supervision and co-ordination of assistant caretaker(s) to meet the needs to the establishment.
- Provide induction training and continual guidance to familiarise any Assistant Caretakers with agreed procedures and working practices.
- To impart special skills and knowledge to other colleagues as appropriate.
- Maintain close working relationship with the staff and liaise with establishment users as necessary.
- Carry out portering duties as required including receipt of goods and supplies.
- Regularly check, unblock and clean drains, manholes and gullies.
- Set out/put away furniture and equipment for functions, meetings and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Deal with lost property in accordance with agreed procedure.
- School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
- Remove weeds from paths, steps and playground/yard edges.

ADMINISTRATION

- Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker.
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Collect or buy good as required for the efficient completion of any caretaking or maintenance job.

- Certification, completion of necessary time sheets, letting sheets, sickness/absence records/holiday records and events diary.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings and liaise with the Facilities and Estates Manager accordingly.

MAINTENANCE

- To monitor all contractor personnel on site and ensure that work is satisfactorily completed.
 - Accompany contractor on/off site if necessary.
- Maintain and refer to the log book for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric fixtures and fittings of the building, equipment and furniture.
- Fit or change electrical plug head of competent. Check fuses and replace with manufacturers recommended fuse. Make up extension leads. Check and replace faulty light bulbs, tubes and starters on a regular basis.
- Fuse boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.
- Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
- Ensure boiler room and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
- Check and maintain boilers, update maintenance repair book.

GROUND MAINTENANCE DUTIES

- Weeding of flower beds, tubs and prestige areas.
- Weeding of shrub beds. Prune shrubs using appropriate equipment.
- Grass cutting to small areas of grass.

PHYSICAL REQUIREMENTS

- The successful candidate is expected to be in good health and capable of lifting, including small items of furniture and moving around the site.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post requires travelling and working within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Facilities and Estates Manager/Director of Finance and Operations to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: Jan 2021



Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
<p>Qualifications/ Training</p>	<p>A recognised qualification in Caretaking/ Premises Management/ Health and Safety/ Cleaning or previous experience in Caretaking</p> <p>A record of recent training which supports this position</p>	
<p>Experience</p>	<p>Experience of undertaking a caretaker or site supervisory function</p> <p>Experience of supervising staff</p> <p>Full range of caretaking and cleaning duties</p> <p>Experience of working with a building management system/building automation system</p>	<p>Experience of writing maintenance programmes</p> <p>Experience of planning and programming work</p> <p>Experience of testing portable electrical equipment</p> <p>Experience of working within a school environment</p>
<p>Knowledge/Skills (Ability to)</p>	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Safe working practices and understanding of relevant Health and Safety regulations</p> <p>Knowledge of statutory requirements for the maintenance of buildings including asbestos, fire regulations, legionella, and security systems</p> <p>Knowledge of CoSHH regulations</p> <p>Knowledge of Security Issues</p> <p>Knowledge of using full range of cleaning equipment and materials</p>	<p>Analytical, IT, numeracy and literacy skills</p>

	<p>Ability to undertake minor repairs and maintenance including the use of powered tools and equipment relevant to the role (ie. drill, floor buffer)</p> <p>Knowledge/experience of cleaning processes and the use of cleaning equipment/materials</p> <p>Ability to deal with a wide variety of service users</p> <p>Ability to lift and carry cleaning equipment and small items of furniture</p> <p>Good communication skills</p> <p>Self-motivated and able to organise and prioritise workload</p> <p>Understands and able to maintain confidentiality</p>	
Personal Qualities	<p>Willingness to undertake relevant instruction and training</p> <p>Good work ethic and time management</p> <p>Good analytical/problem solving skills</p> <p>Ability to work as part of a team</p> <p>Flexible attitude to work</p> <p>Commitment to undertaking relevant training and development</p>	
Physical Qualities	<p>Capable of moving around the site and carrying out heavy work in line with manual handling</p>	



Safeguarding

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

The Trust pays full regard to 'Keeping Children Safe in Education' guidance and we ensure that all appropriate measures are applied in relation to everyone who works for the Trust.

Safer recruitment practice includes scrutinising applicants, verifying identity, verifying qualifications, obtaining professional references, checking previous employment and ensuring that the successful candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking criminal convictions.

If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will be required to complete an enhanced DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.



How do I apply?

We hope that our recruitment pack and website provide you with plenty of information about us. However, should you require any additional information, or would like an informal discussion, please contact Mark Symonds, Trust Facilities & Estates Manager on 07949 109349 or email recruitment@merciatrust.co.uk

To apply, please email your completed application to recruitment@merciatrust.co.uk or send it in the post to:

HR Team
Mercia Learning Trust
79 Glen Road
Sheffield
S7 1RB

All applications that have been submitted electronically will receive an email confirming receipt.

Please note that we do not accept CV's - applicants must submit an application form.

Please also note that in all cases written references will be taken up BEFORE the final selection stage.

An email and/or 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 that on this occasion, your application has been unsuccessful.

The closing date for applications is **Thursday 4th March 2021**

Interviews are expected to take place week beginning 8th March 2021

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.

If you have any further queries on any aspect of the application process, please contact the HR team, by emailing recruitment@merciatrust.co.uk