Tapton SCHOOL ACADEMY TRUST

Realising the life chances and dreams of every child

Building Supervisor

Candidate Information Pack

Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
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Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

David Dennis,
CEO

About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

Our Vision : To realise the life chances and dreams of every child.

Our Mission : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT.'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: TSAT - Home (taptontrust.org.uk)

Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitude and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

All 5 primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Primary Education

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

Secondary Education

Central Services

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

About Meynell Primary School

Meynell Primary School is situated in the north of the city and benefits greatly from our extensive 8 acres of land. Meynell is a two-form entry with an average of 480 pupils, including nursery. Nursery is housed in a separate building on the school site with a two-year-old provision for up to 40 pupils and a three to four-year-old provision for up to 104 pupils. There is currently a Headteacher, four Assistant Heads and an extensive SEND, Safeguarding and Inclusion Team.

Our ethos of **Aspire**, **Believe**, **Explore**, **Achieve** underpins everything that happens in our school. At Meynell we pride ourselves on our commitment to providing a broad, balanced and creative curriculum, ensuring children achieve through enjoyment of learning, and challenge themselves to meet and exceed their goals.

Our children are immersed in relevant and purposeful learning which prepares them for, and helps them to flourish in, a life beyond the school gates. We aim to inspire our children to be future thinkers, innovators, creators and problem solvers. We have recently set up our Forest School provision providing explorative, risk taking, outdoor learning.

The school is Ofsted rated "Good" from the last inspection in July 2023.

"This is a school in which pupils develop a sense of emotional and physical safety. They are surrounded by adults who care about them and want them to achieve and succeed."

"Staff and leaders are ambitious for pupils, academically and socially."

This is an exceptional opportunity for someone with drive and ambition to be come part of Team Meynell. We are a committed and welcoming staff team, who put the best interests of our children first. We offer high quality opportunities for professional development within school and across the Trust.

The Role

We are seeking to appoint a Building Supervisor to start as soon as possible.

Salary Range:	Grade 4 SCP 7-12 £24,294 - £26,421 37 hours 52 weeks
Responsible To:	Headteacher/Trust Facilities Team
Responsible For:	Security of premises Cleaning duties Maintenance and operation of plant Lighting and heating Porterage and handy person duties Provide efficient support service to site users Assist with administration of defined budgets and premises related issues
Holidays:	26 days plus bank holidays and a further 5 days after 5 years service
Benefits:	• Teachers Pension Scheme • Salary Sacrifice Car Scheme • Cycle to Work Scheme • Discounted membership for Westfield Health • Occupational Health • Wellbeing Programme • Continuous CPD and Training

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge:	•Ability to perform the physical tasks required by the post including lifting, carrying and •Pushing various equipment to undertake the duties of the post •Ability to be able to respond to emergencies •Good communication skills •Good numeracy and literacy skills •Good IT skills •Ability to manage own time effectively and demonstrate initiative including establishing priorities •Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests •Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school •Ability to manage people directly and indirectly •Ability to adapt to changing and conflicting demands •Ability to be flexible and work as part of a team or individually as required •Ability to demonstrate an understanding of children •Ability to contribute to the life of the school •Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. •Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely
Experience	Have completed or be willing to complete Caretaker training and ongoing development opportunities •Experience or skills in a trade •The ability to understand and apply regulations such as health & safety, manual handling, •COSHE, Legionella etc. •The ability to operate and understand electrical mechanical systems •Competent at basic building repairs and maintenance •To be able to use small industrial, electrical and mechanical equipment

The Person

Education, Training and Qualifications:	Experience of working in a caretaker or Buildings Officer position preferred but not essential Risk Assessment experience/qualification
Personal Qualities:	A presence which inspires confidence. •Excellent judgement and integrity. •Ability to develop and maintain excellent working relationships with all members of the school community. •The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post
Work Related Circumstances (including working conditions	We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Responsibilities

Security of premises

- To act as primary keyholder.
- 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 isolation for water, gas and electrical isolators (distribution boards/circuit breakers).
- Lock/unlock premises and check for vandalism/break-ins.
- Liaise with emergency services (e.g. 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, vandalism or accidental damage. Report incidents to Headteacher, Line Manager and TSAT Facilities Management team. Board up where required / 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 up.

Cleaning tasks

- Responsible for the day to day reactive cleaning of the building and site
- 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 stripping and resealing of hard surface / timber floors.
- Clean and tidy all roofs, rain water goods, yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, 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.
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as 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.

Responsibilities Continued

General duties

- Responsible for effective supervision and co-ordination of assistant caretakers (where applicable) to meet the needs of the establishment.
- Provide induction training and continual guidance to familiarise any Assistant Caretakers (where applicable) with agreed procedures and working practices.
- To impart special skills and knowledge to other colleagues as appropriate.
- Carry out porterage duties as required including receipt of goods and supplies.
- Regularly check. unblock, and clean drains, manholes and gullies. (Already mentioned this?)
- 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 (where applicable).
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment.
- Collect or buy goods 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.
- Assist with control and administration of defined budget headings i.e. Maintenance, Grounds Maintenance, Cleaning and Utilities for the school site.
- To monitor all energy and water services usage, to be aware of the spending under these budget headings and to reduce energy consumption wherever possible.
- Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
- To provide sickness/absence cover for other Building Supervisors where applicable.

Responsibilities continued

- **Maintenance**
- To monitor all contractors' personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as 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.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary,
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are affected 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. i.e.
- General maintenance of building: -
- Plumbing i.e. leaking taps
- Joinery i.e. easing of doors
- Painting/Decorating
- Plastering to small areas.
- Reglazing to ground floor level.
- Electrical i.e. make safe broken light switch/sockets/ plugs.
- Others as necessary within the capabilities of the postholder.
- Clean lights and light fittings.
- Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.
- Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.
- **DO NOT CARRY OUT ANY REPAIRS TO FUSE BOARDS.**
- Ensure power supply is switched off when working on any appliance.
- Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
- If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity

- **Boiler Room/Energy Conservation/Heating Systems**
- **General duties**
- Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
- Ensure boiler room, heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures

- Responsibilities continued
- Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary
- Daily check of water temperatures and calorifiers.
- Daily check of boiler temperatures and shut down procedures.
- Check fuel stocks, stock levels, worm feeders and sheer pins.
- Clean out bins, chutes and boiler flues, dispose of clinker and ashes in appropriate containers.
- Stoke up hand fed hoppers (daily).
- Clean out boiler houses / rooms, gas warm air heating cupboards.
- Sweep yards after coal deliveries. Remove spillages after oil deliveries.
- Switch on/off electric fans and gas heaters.
- Switch over pumps.
- Top up oil levels where appropriate.
- Check and maintain boilers, update maintenance repair book.
- Maintain grease boxes. Using worming systems where fitted / and check periodically.
- Re-light pilot lights as necessary.
- To undertake any other duties and responsibilities as may be determined after negotiations between management, the post holder and appropriate trade unions
- To undertake any necessary courses or training as appropriate for the post.
- Site specific issues, duties and responsibilities add as required.

- **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, i.e. frontage of school or prestige areas.

- **N.E. Ensure relevant advice is sought from Health and Safety section if considering use of mechanical/electrical appliances.**
- Any other duties and responsibilities appropriate to the grade and role
- All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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How to apply

Informal discussions about the role and visits to the school are warmly welcomed. Please contact us to arrange:

Tommie Barker, Trust Facilities Manager – 0114 2326879 or email tbarker@Southeygreen.sheffield.sch.uk

Applications for this role are via the TES website. If you require a paper of the copy of the application form please contact us:

enquiries@meynell.sheffield.sch.uk

Closing Date – Sunday 25th February 2024
Shortlisting – Monday 26th February 2024
Interviews – Friday 1st March 2024

Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of identity / right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.

- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening.

Please note: Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding, and school safeguarding policies can be found on the Trust website: TSAT - Safeguarding (taptontrust.org.uk)

Equality & Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. Click Here to access TSAT`s Equality and Diversity Statement.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the policies page of our website.