



# **Biddick**

## Academy

Application Pack

Site Supervisor/Caretaker

Site Supervisor - 37 hours per week

*Flexibility required around evenings and weekends*

Scale S6 £27,852 - £29,439

In addition, there is a £100 per month honorarium payment on completion of the probationary period

Start Date – As soon as possible

Biddick Lane, Washington, Tyne & Wear, NE38 8AL

11-16 Comprehensive  
1138 on roll  
Acting Headteacher: Mr T Delf

Required as soon as possible Site Supervisor/Caretaker 37 hours per week

Scale 6 £27,852 - £29,439

In addition, there is a £100 per month honorarium payment on successful completion of the probationary period.

*Inspiring learning, unlocking potential, achieving success*

We have an exciting opportunity for an energetic and motivated Site Supervisor to join our team to help us ensure that our school provides a safe, welcoming and purposeful environment for pupils, staff and visitors.

The pupils, staff and Trustees of Biddick Academy are looking for a practical and well-motivated person for the post of Site Supervisor to join our team of committed staff. We are very proud of our premises and how it serves the community so we especially want someone who will really care for our school, ensuring it looks its best, is safe and exemplifies the high expectations we have of our pupils.

The role will include a wide range of responsibilities and duties connected with the fabric of the building, health and safety, grounds and facilities maintenance and security. You will need to:

- be a hands on individual who can develop and implement systems/procedures as well as maintain current ones
- be sympathetic to environmental concerns regarding the school and grounds
- contribute to projects and maintenance schedules
- be practical, with good DIY skills

We can offer:

- a continually improving school rated "Good" with Ofsted
- good professional development opportunities
- a caring, committed and inclusive ethos
- a committed friendly, supportive staff team

Please contact Ashleigh Bulbeck – [bulbeck.a@biddickacademy.com](mailto:bulbeck.a@biddickacademy.com) or 0191 5111600, ext 5013 to arrange an informal discussion regarding the role or a visit.

To apply, please complete an application form and return to [recruitment@biddickacademy.com](mailto:recruitment@biddickacademy.com)

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*

Dear Applicant

Thank you for your interest in the post of Site Supervisor/Caretaker at Biddick Academy.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic, and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high-quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Mr T Delf  
Acting Headteacher

## Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1138 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wide variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose-built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

## Curriculum

### Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

### Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama, Music, Chemistry, Biology and Physics.

## Site Supervisor/Caretaker

At Biddick Academy we know that to continue to provide outstanding education to students we need to ensure our teaching staff and support staff are outstanding in their roles. With this in mind we wish to appoint a reliable Site Supervisor, who is able to provide an efficient and effective support service to the Academy.

The role of the Site Supervisor is varied and an integral part of allowing both teaching and support staff to fulfil their responsibilities to the best of their capabilities, whilst also making the Academy a safe and welcoming environment for students, visitors and staff and cultivating a strong learning environment.

## Job Description

Job title:	Site Supervisor/Caretaker
Contract type:	Permanent
Accountable to:	The post holder is directly accountable to Director of Business and Finance
Grade:	Scale 6 £27,852 - £29,439
The role:	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> <li>• Care and Maintenance of the building and grounds</li> <li>• Assisting with the security of the building and grounds</li> </ul>
General Expectations:	<p>The post holder will be required to:</p> <ul style="list-style-type: none"> <li>• Uphold the academy ethos, procedures and expectations;</li> <li>• To uphold our commitment to safeguarding and to promote the wellbeing of children</li> <li>• To uphold our commitment to Equality and Diversity within the Academy</li> <li>• To act as key holder for the academy with opening and closing responsibilities on a daily basis</li> <li>• To ensure the security of the site and buildings</li> <li>• To keep the main academy site (grassed areas, playgrounds, artificial turf surface, paths and entrance areas) clean of litter, weeds, dirt and hazardous materials. Litter bins should be emptied daily and in winter all entrances and main entrance routes should be kept free of ice and snow</li> <li>• To carry out basic maintenance and minor repairs as required Ensure all building defects are reported and repaired as soon as is practicable</li> <li>• Systems testing, such as fire alarms, are conducted on a periodic basis</li> <li>• To act as cleaner during the academy day should an emergency arise. The systems standards of cleaning should comply with the standards expected by the Governors</li> <li>• To undertake portorage duties (e.g. deliveries, furniture, equipment) as required</li> <li>• To maintain equipment and machinery used outside the building, and to report faults requiring major repair to the Director of Business and Finance</li> <li>• To check the operation of all heating and ventilation equipment and report defects</li> <li>• Ensure the 3G Pitch is brushed and raked as specified</li> <li>• To ensure that all graffiti on any external/internal parts of the premises is removed</li> <li>• To clean all ground level external windows, as well as associated paintwork as time permits, but at least once a year</li> <li>• To clear weekly all debris from outside gullies, drains and gutters at ground level</li> <li>• To carry out basic grounds maintenance as directed by the Director of Business and Finance</li> <li>• A working week of 37 hours a week, is to include shift and weekend working</li> <li>• Provide first aid cover out of normal working hours</li> <li>• Any other duties, as directed by the Director of Business Services, which are considered appropriate to the post and grade</li> </ul>

Personal Responsibilities	The post holder will: <ul style="list-style-type: none"> <li>• Support the Academy in ensuring that communication within the Academy is effective;</li> <li>• Support staff when required;</li> <li>• Be flexible in relation working patterns and shift start times to accommodate Academy needs e.g. Evening events, winter weather conditions, annual leave cover.</li> <li>• Participate in performance management, coaching and CPD.</li> </ul>
Stakeholder Responsibilities	<ul style="list-style-type: none"> <li>• To act as a role model for students by demonstrating own high-quality conduct and expectations;</li> <li>• To communicate any issues/concerns to the relevant person;</li> <li>• Follow up on any communication from parents/carers where appropriate.</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• To regularly review own practice, set personal targets and take responsibility for own personal development.</li> </ul>
Strengthening Communities	<ul style="list-style-type: none"> <li>• Possess a 'can do' approach to departmental/school improvement and excellence;</li> <li>• Be an excellent communicator;</li> <li>• Work positively and in partnership with parents, governors and the community;</li> <li>• Support Biddick Academy's climate for learning.</li> </ul>
Other Responsibilities	The post holder will: <ul style="list-style-type: none"> <li>• Be an excellent role model for students and staff;</li> <li>• Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities;</li> <li>• Attend Academy events and activities;</li> <li>• While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;</li> <li>• Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.</li> </ul>
Notes	<p>This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.</p> <p>This document does not form part of your contract of employment.</p> <p>This post will have contact with children and as such a satisfactory disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.</p>

### Person Specification

<b>Job title: Site Supervisor/Caretaker</b>	
<b>Qualifications and Training</b>	<b>E/D</b>
GCSE in English and Maths (Grade C or Equivalent)	E
Relevant vocational qualification e.g. plumbing, electrical works, building maintenance	D
Willingness to attend relevant training courses	E
<b>Skills and Experience</b>	
Excellent interpersonal and communication skills	E
Good ICT skills including Microsoft PowerPoint, excel, word and outlook	D
Effective organisation and time management skills	E
Experience of working in a school or other learning environment	D
Highly motivated with the ability to work using own initiative	E
<b>Personal Attributes</b>	
Reliable with excellent timekeeping	E
Ability to remain calm under pressure	E
A team player	E
Self-motivated	E
Commitment to the safeguarding and the welfare of children	E

Assessment against the criteria outlined above will be through the application form, letter of application, work related assessments, interview process and references.