



Cluster Building Supervisor Application Pack





A WELCOME FROM

LEE BARBER, CHIEF EXECUTIVE

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.



At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do — from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child — regardless of background, need, or starting point — deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust — one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most — into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently — whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance — we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff — all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

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

INOVA Multi Academy Trust

At INOVA Multi-Academy Trust, we believe wholeheartedly that our people are our greatest strength. It is our talented, dedicated and passionate colleagues—across our schools and central team—who make it possible for our pupils to flourish. When staff feel valued, supported and empowered, they create the conditions where children and young people can thrive.

We are committed to fostering a culture where colleagues feel respected, listened to and encouraged to bring their best selves to work every day. INOVA staff consistently go above and beyond, demonstrating professionalism, creativity and care in everything they do. Their commitment is the driving force behind the high aspirations we hold for every learner.

We also recognise that working in education can be fast-paced and demanding. That's why we take a solutions-focused approach, removing barriers wherever possible and ensuring our people have what they need to succeed—whether that's protected time for wellbeing, access to outstanding professional development, or simply the space to pause for a much-needed cup of tea.



OUR MISSION

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world.

From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.



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Our Vision Is To Transform Lives Through The Power Of Learning

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OUR VALUES

INNOVATION

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach



COLLABORATION

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity



EXCELLENCE

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility





Working at INOVA Multi Academy Trust is a daily reminder that education changes everything. Being part of that journey — and doing it with a team that leads with heart — is what makes this place so special.

L MOORE - PRIMARY BUSINESS MANAGER



OUR OFFER

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 aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

PRIMARY EDUCATION

One of our primary schools is graded Ofsted 'Outstanding' and all others are graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

SECONDARY & SIXTH FORM EDUCATION

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

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 and Estates
- Finance
- Governance
- HR
- IT
- School Improvement



At INOVA, we build brighter futures by nurturing not just pupils, but each other. When you're surrounded by people who truly care, every challenge becomes an opportunity to shine.

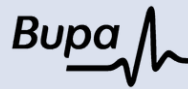


OUR BENEFITS



26 DAYS

annual leave plus bank holidays (for non term-time staff), rising to 31 days after 5 years of service



HEALTHY MINDS

24/7 confidential support for wellbeing, health, relationships, work, and legal or financial issues — including counselling, CBT, and nurse advice.



FREE PARKING

We offer free, convenient staff parking across all INOVA locations.



PENSION

Competitive pension schemes, including the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS)



DISCOUNT

Access exclusive discount schemes for teachers and public service staff across retail, travel, and lifestyle.



CYCLE

Save on bikes and equipment through our Cycle to Work Scheme, stay active, and reduce your carbon footprint.



VACCINATIONS

Annual flu vaccinations are offered free to all staff at our school sites to help keep you healthy.



EYE-CARE

Eligible colleagues can enjoy eye-care vouchers to help with regular eye tests and maintain good vision.



HEALTH CARE

Discounted health cover through Westfield Health to support your wellbeing and provide extra care.

WE ALSO OFFER

Menopause advice and support

Support during absence

Support with short and long-term health conditions

Disability support

Neurodiversity support

Staff benefits

Mental health support

Support and advice for carers

A suite of HR policies

Reasonable adjustments

... also did I mention we're also pretty good fun. Staff socials and department gatherings are a regular feature of life at INOVA schools. We believe that fostering outside of school strengthens our community and enhances collaboration.



THE ROLE

The People & Payroll Officer is a professional operational role providing high-quality administration for the People team and payroll support services across INOVA Multi-Academy Trust.

The role exists to provide a professional, centrally governed service aligned to Trust strategy, statutory requirements and best practice.

Salary Range	Grade 5 SCP 15 – 20 (£30,024 - £32,597)
Hours of Work	Full time, 52 weeks per year
Responsible To	Cluster Estates Manager
Key Relationships	Estates Team, Contractors
Location	Multi-site school based



RESPONSIBILITIES

Core Accountabilities

- Day-to-day safety, security and operational readiness of the site.
- Accurate completion of routine checks and records.
- Security of sites:
- Key holder for site(s).
- Responsible for the security of all buildings within remit.
- Work closely with security contractors to appropriately manage systems.
- Manage on site security of both fixed and loose assets on site.
- Daily site security checks, inspecting for issues related to break-ins and vandalism.
- Work closely with emergency services in the event of fire, break-ins, vandalism, flooding.

Cleaning

- Day-to-day support with maintenance-based cleaning tasks.
- Support with specialist cleaning activities.
- Support with stock management on site.
- Cleaning external areas of litter, moss and debris.
- Periodic stripping and resealing hard standing floors.
- Clear and clean external bins.
- Transportation and portage of refuse to bins and skips on site.
- During winter periods, external gritting and snow clearance to support with the opening and safe management of sites.
- Internal and external window cleaning.

Operational Responsibilities

- Site opening, closing and security.
- Routine maintenance and minor repairs.
- Contractor supervision and support with compliance checks.
- Emergency response and business continuity support.
- Out of hours call out support for alarm activation, emergencies and any other additional responsibilities (e.g. opening and closing the site for contractor access).
- On-call responsibilities across sites.
- Portage on sites, and between other sites, with access to suitable transportation.
- Set up and put away furniture and equipment for exams, meetings, functions.
- Distribution and portage of food, milk and fruit across school sites.
- Support with transportation of vehicles and materials across the wider Trust.
- Support with arranging servicing, MOT and safety checks of vehicles across the wider Trust.

Administration

- Maintain accurate records for compliance, H&S, servicing and testing across the site. This is achieved through accurate recording keeping of all internal and externally provided contractor servicing records.
- Maintain accurate permissions and permits to work for all activities on site, including but not limited to servicing, projects, and contractor activities on site.



RESPONSIBILITIES

- Ensure that all asbestos records are accessible and up to date. This includes visual inspection around the sites, accurate copies of reports and certification, and induction records for all contractors and staff working on asbestos.
- Support with ordering materials and stock on sites, completing order forms in line with the Trust financial policies and procedures.
- When required, obtaining quotes to support with small works on site, in line with the Trust financial policies and procedures.
- Monitor and record energy and water usage on sites, circulating information to the wider Estates and Finance teams.

Grounds maintenance

- Support with weeding, clearing and maintenance garden areas on site.
- Small grass cutting and growth cutting across the sites.
- Monitor onsite contractor standards for wider grounds maintenance.

Governance, Compliance & Safeguarding

- Support statutory compliance requirements.
- Carry out daily, weekly, monthly and ADHOC compliance checks, including but not limited to: fire, water, lighting.
- Maintain accurate records.
- Ensure site arrangements support safeguarding.

Stakeholder Management & Professional Standards

- Work collaboratively with schools and central teams.
- Provide a professional, service-oriented approach.
- Represent the Trust positively and consistently.

Other clauses

- This is a cluster-based role and the postholder will be required to travel regularly between Trust sites and schools within the allocated cluster, and occasionally to other Trust locations as required. The postholder must therefore hold a full, clean UK driving licence, have access to a suitable vehicle for business use, and maintain appropriate business use motor insurance. Mileage and authorised travel expenses will be reimbursed in line with the Trust's Expenses Policy and prevailing mileage rates.
- The duties of this post may vary from time to time according to the needs of the school/Trust and are not exhaustive, the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them following consultation with the job holder.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.
- The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.



THE PERSON

QUALIFICATIONS AND EXPERIENCE	Essential • Experience in site or facilities management. • Professional estates or facilities qualification. Desirable • Experience within education or public sector organisations.
KNOWLEDGE AND SKILLS	Essential • Strong knowledge of statutory compliance and estates risk management. • Practical maintenance skills and strong H&S awareness. • Ability to work independently and flexibly. • Excellent attention to detail and professional judgement. • Strong organisational, coordination and delivery skills. • Ability to manage multiple activities simultaneously.
PERSONAL ATTRIBUTES AND BEHAVIOURS	Essential • Aspire to reflect the INOVA values and ethos in professional conduct and communication within the Trust. • Have a flexible work approach. • Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Have a commitment to Continuing Professional Development. • Act in accordance with the Trust's Code of Conduct • Forge positive professional relationships.



HOW TO APPLY

Applications for this role must be made via our Employment Application Form or via the 'quick apply' button on TES (part completed application forms will not be accepted.)

The closing date for applications is **Thursday 23 July 2026 at 8.00am**.

If you have any queries please contact our People Team via info@inovamat.org.

SAFEGUARDING

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of 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 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 service.

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, and your application will be disqualified.



HOW TO APPLY

POLICIES

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [Safeguarding | INOVA Multi-Academy Trust](#)

EQUALITY AND 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.

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.

