



SITE SUPERVISOR

BURSCOUGH PRIORY ACADEMY



Dear Applicant,

Thank you for your interest in the Site Supervisor vacancy at Burscough Priory Academy.

We are a small and thriving community school, within the Endeavour Learning Trust family of schools. Since joining the Trust, we have made rapid and sustained progress over the last four years -in November 2022, this was recognised by Ofsted and we were judged a 'Good' school. At our school you will find a caring, ambitious and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and quality pastoral care.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children. Our motto is, 'E Pluribus Unum,' which translates as 'Out of Many, One.' You will feel a distinct feeling of togetherness, working as one to make sure our children feel safe, valued and well supported.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch.

We look forward to receiving your application.

Yours faithfully,

Mrs L.MacLaren
Headteacher

Site Supervisor
Burscough Priory Academy
Full time, Permanent
£23,151.49 - £23,893 per annum

Burscough Priory Academy is a vibrant secondary school and we are now looking to appoint a full time, permanent Site Supervisor to contribute to the smooth operations of our School site.

As a member of our Site team you will:

- Work to safeguard our site and students, and ensure that security of the school site is maintained.
- Ensure that the standard of the school site is maintained to operate effectively and to provide a high-quality environment for students, staff and visitors.
- Support the site manager in the delivery of school compliance checks.
- Engage with continuous professional development as required.

The School can offer you:

- A caring and supportive school environment
- A fantastic Local Government Pension Scheme
- 26 days annual leave
- On-site parking
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

This position is full time, permanent and all year round.

26 days annual leave

37 hours per week. Working Monday to Thursday 9:30am to 5:30pm & Friday 9:30am to 5:00pm

HOW TO APPLY

To apply, please complete an application form in full and send to vacancies@endeavourlearning.org along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Friday 22nd March 2024

Interviews are to be held on Monday 25th March 2024

Prospective candidates are welcome to contact the school for a telephone conversation prior to the final application please contact Miss P. Murray, Operations Manager at p.murray@burscoughprioryacademy.org to organise a convenient time.

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION



SITE SUPERVISOR BURSCOUGH PRIORY ACADEMY

Job Purpose

Under the general guidance of the Site Manager to contribute to the smooth running of the Academy by carrying out a range of site supervisory duties to the agreed quality standard, including security and supervision of the site and related equipment and other duties including portage, cleaning and maintenance.

Main Activities

Security and Supervision

To ensure that security of the school site is maintained including:

- The routine and non-routine opening of school premises and grounds.
- To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Providing access to the school for contractors and advising the Headteacher of their presence.

Caretaking and Reactive Maintenance

To ensure that the standard of the school site is maintained to operate effectively and to provide a high-quality environment for students, staff and visitors, including:

- Drawing the attention of the Headteacher or line manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff.
- Undertaking cleaning when required.
- Utilise the school's estate management software for completing compliance and job requests.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including, but not limited to:
 - basic plumbing work.
 - minor maintenance of the heating system.
 - minor repairs to school furniture, sports and classroom equipment.
 - painting and decorating including both planned decorating and reactive day to day touching up.
 - fencing and boundary repairs.
 - Minor gardening duties.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.

Planned Maintenance

To support the site manager in the delivery of school compliance checks, including:

- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other Duties

- To be visible around site and promote the services of the site team and ensure that all staff understand services available and how to access them.
- Undertaking letting and related duties as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable.
- Carrying out an annual check of site maintenance equipment stock against the Inventory.
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Support for the School

- To attend staff training as appropriate.
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters.
- Undertake any other duties reasonably requested by the CEO/Headteacher.

PERSON SPECIFICATION

	Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS	5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	D	AF
	First Aid Qualification (qualification not essential at point of application as training will be given if required)	D	AF
	Knowledge of Health and Safety guidelines (Enhanced training will be provided)	D	AF/I
	Knowledge of CoSHH guidelines (Enhanced training will be provided)	E	AF/I
	Professional development relevant to post	E	AF
EXPERIENCE	Experience of undertaking a caretaking or site supervisory function	D	AF/I
	Experience of supervising staff	D	AF/I
	Demonstrate experience of basic DIY, maintenance and repair skills	E	AF/I
	Demonstrate experience of using powered tools and equipment relevant to the role	E	AF/I
	Experience of testing portable electrical equipment	D	AF/I
	Experience of working within a school environment	D	AF/I
SKILLS	Demonstrate they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
	Problem solve and create innovative solutions	E	AF/I
	Demonstrate that they are able to develop effective working relationships	E	AF/I
	Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
PERSONAL QUALITIES	Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
	A calm and organised nature	E	AF/I
	The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
	The ability to respond effectively to challenges	E	AF/I
	A flexible approach to working practices	E	AF/I
	High expectations of self and professional standards	E	AF/I
	The ability to work as both part of a team and independently	E	AF/I
	The ability to maintain successful working relationships with other colleagues	E	AF/I
	A commitment to contributing to the wider school, Trust and its community	E	AF/I
	Ability and willingness to travel between sites, as required	E	AF/I

OTHER	Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
	Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
	Commitment to undertake further ongoing training and professional development	E	I
	Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I