



Casual Site Supervisor/Driver



“A great school
at the heart of
the Churchtown
community”





Imagine with all your mind...

Believe with all your heart...

Achieve with all your might...

Dear Applicant,

Thank you for showing an interest in Churchtown Primary School, part of the Endeavour Learning Trust.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that children fulfil their potential, then we would like to hear from you.

Churchtown Primary School is a busy, friendly community school which prides itself on its caring staff and welcoming environment. Churchtown Primary is situated close to the centre of the old village of Churchtown near St. Cuthbert's Church and borders onto the Botanic gardens.

We appoint highly motivated staff, who continually strive to provide the best quality teaching and learning for every child in their class every day. We believe in providing the best quality teaching and learning for all our children and work together to ensure that our curriculum engages all learners and provides opportunities for deeper learning.

We hope the enclosed information about the role will encourage you to join us here at Churchtown Primary School.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

Site Supervisor/Driver
Churchtown Primary School
Casual hours
£12 per hour

We are looking to appoint a Site Supervisor and Minibus Driver, based at Churchtown Primary to contribute to the smooth running of the Academy. This would be on a casual basis, to carry out a range of supervisory duties including providing a responsive, efficient and safe transport service for the School and pupils. Casual hours will be Monday to Friday between the hours of 6.45am and 6.00pm. These are casual hours and are based on the needs and requirements of the school.

The person appointed would have keyholder responsibilities that may require early or late shifts. Transportation duties may include educational visits, extra-curricular activities such as swimming and also sports tournaments. Staff and children would be driven to various locations by the appointed person. The candidate must be flexible, as this will be a varied role.

We can offer you:

- A caring and supportive school environment
- Growing Multi Academy Trust (MAT)
- 24/7 access to our Employee Wellbeing Package
- A fantastic Local Government Pension Scheme
- Encouragement of continued professional development

This post is casual hours. The hours of work will be dependent on business requirements.

To apply for this vacancy, please complete our application form and return to vacancies@endeavourlearning.org

Applications must be submitted by 9am on Friday the 26th January 2024

Interviews are to be held week commencing the 29th January 2024

If you require any further information about this role please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org or on 01772 817904

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

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.

This post is subject to an enhanced DBS check

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.

Job Description – Casual Site Supervisor/Driver

JOB TITLE	Casual Site Supervisor/Minibus Driver
GRADE	4
SALARY	£12.00 per hour (excluding holiday pay contribution on top)
LOCATION	Churchtown Primary School, St Cuthbert's Road, Churchtown PR9 7NN
HOURS PER WEEK	Casual between the hours of 6:45am and 6:00pm
CONTRACT TYPE	Casual
RESPONSIBLE TO	Headteacher / Site Manager

ENDEAVOUR LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

JOB PURPOSE

Under the general guidance of the Site Manager, the postholder will contribute to the smooth running of the Academy, on a casual basis by carrying out a range of site supervisory duties, the postholder will provide a responsive, efficient and safe transport service for the School and pupils, including those with special needs.

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

- 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.
 - 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.

Driving

- Drive a range of vehicles for the transportation of students, including those with special needs, other passengers and goods in accordance with agreed safe systems of work
- To ensure that students are wearing seatbelts.
- Carry out daily vehicle safety checks, fuelling and basic maintenance, maintaining a high standard of vehicle cleanliness.
- Report any involvement in a road traffic accident and vehicle defect, reporting of any mechanical fault according to School procedures

Other Duties

- To be visible around site and promote the services of the site team and ensure that all staff the understand services available and how to access them.
- Preparing the school premises and site for out of school activities and clearing up after these activities.

NOTE: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

Agreed by: Headteacher

Person Specification – Casual Site Supervisor/Driver

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 AND TRAINING The successful candidate will have:		
5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
EXPERIENCE The successful candidate will have:		
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 working within a school environment	D	AF/I
SKILLS AND ATTRIBUTES The successful candidate will be able to:		
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 innovate 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 AND ATTRIBUTES The successful candidate will have:		

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