



# Site Supervisor

Ormskirk School



Dear Applicant,

Thank you for your interest in the position of Site Supervisor at Ormskirk School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', written in a cursive style.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS



## About Ormskirk

Ormskirk School is a vibrant secondary school and sixth form located in Ormskirk in the county of Lancashire.

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to aim high and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

We value and celebrate the many and varied achievements of all; recognising the exciting and limitless potential that students have and encouraging them to fulfil this in a caring, disciplined and inspiring environment.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Trust and our wider networks and partnerships

Our commitment is to make Ormskirk School and Sixth Form College a place where excellence and high expectations are recognised as the norm: a school to which everyone is proud to belong.

Our family ethos is tangible; we work as a team; 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 across the 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 students fulfil their potential, then we would like to hear from you.

Yours faithfully,

Mr J Burnham  
Headteacher

## Site Supervisor

Full time, Permanent

Grade 4 SCP 4-6

£23,151.49 - £23,893 per annum

Are you hardworking, committed and reliable? Do you feel you could deliver outstanding operational support to a thriving Academy? A fantastic opportunity has arisen to join our supportive and committed site team. If you have school or site experience and a strong work ethic we would love to hear from you.

The successful candidate will work as part of a team to ensure the effective upkeep of the school premises and grounds. We are looking for experience in setting up and contributing to repairs and maintenance programmes, working to Health and Safety legislation at all times and an ability demonstrate a wide range of practical skills. Previous experience of working in a school environment is desirable but not essential.

In return we can offer you:

- A supportive and encouraging team of dedicated staff
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment
- A commitment to the wellbeing of staff including 24/7 access to employee wellbeing package
- 50% off Endeavour Children's Holiday Club
- Access to company car lease scheme

37 hours per week - Monday to Thursday 11am to 7pm & Friday 11am – 6:30pm This position is full time, permanent and full year with 26 days annual leave plus bank holidays

### HOW TO APPLY

Complete our application form in full and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a supporting statement to demonstrate your suitability for this post and support your application.

Applications must be submitted by 9am on Friday 4<sup>th</sup> October 2024

Interview dates are yet to be confirmed

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

### 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

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 portering, cleaning and maintenance. Management and monitoring of cleaning staff/work.

### **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.
  - plastering work
  - fencing and boundary repairs
  - glazing work, (specialist contractors would be used for repairs to large window panes or double-glazed units or window at a high level or glass covered by safety glazing regulations)
  - Minor gardening duties, excluding application of weed killers
- 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.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.

#### **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 the 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.

#### **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 schools health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager and Deputy Estates 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

**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.**



## PERSON SPECIFICATION

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or other</b>
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
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	E	AF/I
Knowledge of CoSHH guidelines	E	AF/I
Be willing to partake in professional development relevant to post	E	AF
<b>EXPERIENCE</b>		
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 testing portable electrical equipment	D	AF/I
Experience of working within a school environment	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
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
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
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
<b>OTHER</b>		
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

**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.**