



Site Supervisor



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



Dear Applicant,

Thank you for showing an interest in Wellfield Academy, part of the Endeavour Learning Trust family.

Wellfield Academy is a growing and thriving school, every child in our school will experience inspirational learning and support with, outstanding pastoral care and a genuine belief that every child can succeed. One of our many strengths is our community spirit and family feel. We aim for every staff member to feel valued, that they enjoy coming to work every day and have the opportunity to flourish in their role.

As a Site Supervisor, you will be joining a well established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team. With this varied role, no two days will be the same, and you will contribute to the smooth running of the school.

Endeavour Learning Trust is an expanding Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are keen to welcome other schools into our Trust and we have strengthened our central team to ensure we have the capacity to continue to support where we are needed most. Our Trust has been further strengthened by the addition of our primary schools and a school with a Sixth Form College, which enables us to embrace the all through nature of education.

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.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mrs LA Gwinnett

Mrs LA Gwinnett,
CEO – Endeavour Learning Trust

Advert – Site Supervisor

Post Title:	Site Supervisor
Salary:	£19,698 to £21,748 (Grade 5 SCP 6-11)
Hours of Work:	37 Hours per week - Full Time, Full Year
Base:	Wellfield Academy, Leyland PR25 2TP (Although occasional travel between schools can be a requirement of this role)

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 team. If you have site or school experience and a strong work ethic we would love to hear from you!

You will be an integral member of the school community and it will be your responsibility for the day-to-day operational management, safety and security of the academy, and to maintain the high standards of presentation of this school site.

The successful candidate will be expected to ensure the effective management and upkeep of the school premises and grounds. We are looking for experience in setting up and overseeing repairs and maintenance programmes, as well as liaising with contractors, 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.

The School can offer you:

- A caring and supportive school environment
- A modern, well-resourced school
- A fantastic government pension scheme
- On-site parking
- Encouragement of further professional development

To apply for this vacancy please follow the link to TES which is available on our website
<https://endeavourlearning.org/about/vacancies>

If you require any further information about this role please contact our Central HR Team at
vacancies@endeavourlearning.org or on 01772 817904 ext. 1051

Applications should be submitted, via TES by 9am on 25th October 2021

Interview dates to be confirmed.

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

Job Title	Site Supervisor
Grade	Grade 5 SCP 6-11
Salary	£19,698 to £21,748
Location	Wellfield Academy, Yewlands Drive, Leyland PR25 2TP. Travel between locations may be a requirement of this role. Mileage will be reimbursed as appropriate.
Hours Per Week	37 hours per week
Weeks Per Year	Full Year
Contract	Permanent
Responsible to	Operations Manager, Endeavour Learning Trust Central Estates Team

Job Purpose

Under the general guidance of the Operations 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.

Main Activities

Security & Supervision

- To organise and manage the work of the caretaking and cleaning team.
- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises 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.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the Headteacher.
- Monitoring and ensuring the cleanliness of the School premises and furnishings.

Caretaking and Maintenance

- 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.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To arrange for the caretaking team (including the postholder) to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
 - Basic plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
 - redecoration as appropriate;

- plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level or glass covered by safety glazing regulations.
- Drawing up, or assisting in the drawing up of specifications, for minor work to be undertaken by contractors in accordance with existing Service Level Agreements.
 - Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing Service Level Agreements.
 - Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the caretaking (and cleaning) staff.
 - Making arrangements for window cleaning by the caretaking staff, compliant with Work at Height Regulations.
 - Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
 - Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
 - Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
 - Preparing the school premises and site for out of school activities and clearing up after these activities.

Finance

- To be accountable for small expenditures from an agreed budget.
- To assist the Headteacher, senior management and Governors in the promotion of the school premises to the outside community.

Other duties

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting in the recruitment, selection, induction and appraisal of caretaking and cleaning staff and the allocation of duties and hours of work.
- Planning own work and that of assistant(s) and cleaning staff. Issues relating to supervision/management of staff.
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff.
- Verifying claims for cleaning staff, caretaking, fees for lettings and making out forms for the requisition of stores and repairs.
- Maintenance of Inventory of/in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- Undertaking appropriate training

- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Undertaking banking of cash where required, subject to risk assessment.
- To monitor energy consumption, and set up effective systems for recycling school waste.

Health & Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School in liaison with the Health and Safety Committee for the School.
- Monitoring the appropriate Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Committee for the School.

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

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Person Specification – Finance Assistant

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:		
NVQ Level 2 qualification in Caretaking (or equivalent experience)	E	AF
NVQ Level 3 qualification in Caretaking (or equivalent experience)	D	AF
Full UK Driving License	E	AF
Commitment to further professional development and qualifications	E	AF/I
EXPERIENCE		
The successful candidate will have:		
Experience of undertaking a caretaker or site supervisory function	E	AF
Experience of supervising staff	E	AF
Experience of writing maintenance programmes	D	AF
Experience of planning and programming work	D	AF
Experience of testing portable electrical equipment	D	AF
Experience of budget management	D	AF
Experience of working within a school	D	AF
Practical experience of monitoring contract arrangements	D	AF
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		
Ability to manage, train and develop staff	E	AF/I
Ability to resolve conflict	E	AF/I
Ability to develop effective working relationships	E	I
Attention to detail skills	E	I
Ability to work as part of a team	E	I
Good oral and written communication skills	E	AF/I
Flexible attitude to work	E	I
Ability to work in an organised and methodical way	E	I
Time management skills	E	I
Knowledge of Health & Safety guidelines	E	I
Knowledge of CoSHH guidelines	E	I
Good numeracy skills	E	I
Basic DIY, maintenance and repair skills	E	I

Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	AF
IT skills	D	AF
Good interpersonal skills	E	I
Positive approach to customer care and service delivery	E	I
Commitment to undertaking relevant training and development	E	AF/I
First aid certificate	D	AF
OTHER		
The successful candidate will have:		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Willingness to undertake MIDAS training course (where minibus duties are required)	E	I
Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, open evenings)	E	I
Willingness to respond to emergency callouts	E	I
Commitment to great attendance at work	E	I