



EXCEPTIONAL OPPORTUNITIES FOR LEARNING

Site Supervisor Application Pack

Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust



Letter from Miss Helen Bye, Headteacher, Scientia Academy REAch2 Academy Trust

Dear Candidate

Scientia Academy is a two-form entry primary school providing a part time morning and afternoon Nursery. We offer a friendly and stimulating environment, where children are encouraged to become confident, caring, articulate and independent learners on their journey to secondary education and use their abilities to the full. We provide a calm and happy atmosphere and set high standards of respect, courtesy, hard work and achievement for all children and adults.

The school is equipped with modern purpose-built classrooms, state of the art ICT suite and 4D cinema an extensive library, art and craft rooms in an expertly designed learning environment. We offer extended school services, which include Breakfast and After School Clubs. Enriching the curriculum as much as possible through educational and residential trips, visiting speakers and professionals drawing upon the local and wider community. Parents are encouraged to become actively involved in their children's learning through regular coffee mornings, termly review days.

We are very proud of the social and cultural diversity of our school. The children and staff come from a variety of backgrounds and cultures and we aim to celebrate the richness that this brings to the school. This diversity is reflected in our curriculum, our policies and procedures and our school environment.

At Scientia the staff are committed to provide excellence in teaching and learning for every child in our school. We are looking for people who will bring these traits to our school as well as complementing the collegial atmosphere that already exists here at Scientia. If you feel that Scientia is the right type of environment for you then we would love to hear from you.

Miss Helen Bye

Headteacher, Scientia Academy REAch2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.





We take our **responsibility** seriously. We act judiciously with control and care. We don't make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org

The role

Site Supervisor

Role : Site Supervisor

Location: Scientia Primary Academy, Mona Road, Burton on Trent, DE13 0UF

Hours: Full-time (37 hours per week) / All Year Round

Salary: scp 9 to 19, £20,903 to £25,481 (On call allowance negotiable)

Closing Date: Tuesday 8th February 2022

Start Date: Immediate

About Scientia:

Scientia Academy is a purpose-built primary school, set in beautiful grounds, for children aged 3 to 11 years old located less than a mile away from the centre of Burton upon Trent, close to the villages of Branston, Stretton & Swadlincote and within half an hour's car journey to Derby.

The school opened in 2013 and boasts a state-of-the-art ICT suite and 4D cinema and extensive library.

We are now a popular, over-subscribed school, with a thriving nursery which offers a 30 hours' provision for working parents with a Wrap Around Care with a busy Breakfast and Afterschool Club

Who are we looking for?

We would love to hear from you if you are a dab hand at DIY / repairs and are:

- positive with a 'can-do' attitude;
- flexible and able to use own initiative;

- able to prioritise own workload to maintain the school and its site to the expected high standards;
- a good communicator;
- able to follow agreed procedures and Health & Safety regulations in accordance with Health & Safety considerations in respect of site and building security duties.

Ideally, you will have previous experience of working in a site management role, ideally in a primary school or other educational setting.

A health and safety qualification would be desirable but is not essential.

In return, you would be joining REAch2, the largest and one of the most successful primary Trusts across the country and in addition we can offer you:

- an extremely supportive and friendly team;
- membership of the Local Government Pension Scheme;
- high quality Continuous Professional Development;
- free and confidential access to REACH2's Employment Assistant programme manned by qualified counsellors 24 hours / 7 days per week;
- a rewarding job where no two days are the same;
- free car parking.
- generous annual leave entitlement

If this sounds of interest to you and you think you are the person for the job, you are welcome to come and see Scientia for yourself!

To arrange a visit, please contact the school office on 01283 248 100 to arrange a suitable time.

Completed application forms are welcomed and should be returned to: recruitment@scientia-academy.org.uk.

Shortlisting: Thursday 10th February 2022

Interviews: Tuesday 15th February 2022

Additional Information

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's [online Equality & Diversity Monitoring Form](#) separately.

Scientia Primary Academy and REAch2 are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children's Barred List Check and two satisfactory references.

Job Description

Site Supervisor

Core Purpose

To provide high quality site management support function for the school, its staff and operations on a day-to-day basis. This includes security, cleanliness, portage, routine maintenance and refurbishment, minor repairs and to carry out pre-planned maintenance works.

The post holder will report to the School Business Manager but plan and prioritise their own work without direct supervision.

Line Management

Will be required to line manage a small team of site staff, e.g., one or two site staff to ensure:

- adequate cover for holiday periods,
- adequate cover for outside normal school hours,
- providing cover for emergency call out.
- Undertake recruitment, appraisal, training, mentoring of site and H&S induction.

Security and Safety

- To arrange annual compliance visits of health and safety contractors in accordance with Trust policies.
- To ensure all health and safety compliance is adhered to and all the necessary remedial work is arranged and completed to a satisfactory standard.
- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to designated member of the Senior Leadership Team.
- To be responsible for maintaining the security of the premises (buildings and grounds) and its contents including monitoring the school's CCTV system.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers in accordance with safe working practices.
- Remedial action after break-ins for example boarding up broken windows, reglazing small and large internal windows.
- Liaising with the School Business Manager in relation to the formulation of risk assessments where applicable and undertake risk assessments and COSHH procedures as appropriate.
- Assist with fire evacuation procedures.

Maintenance and Cleaning

- To clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- To remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of daily.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.
- May be required to drive the school minibus/and /or carry out weekly minibus maintenance checks.

Maintenance and Repair

Painting and Decorating

- Temporary touching up paintwork e.g. scratch damage, when cabinets are moved, the blotting out of graffiti.
- To undertake repairs, projects and decoration tasks as appropriate.

Joinery

- To provide first line maintenance of fixtures and fittings. To undertake minor repairs as a temporary measure after break-ins, vandalism etc
- To undertake minor repairs to fixtures and fittings such as replacing locks, repairing furniture, replacing door and window catches.
- To carry out minor improvements such as the erection of small shelves, display and notice boards.
- To undertake where appropriate renovation projects.

Plumbing

- To unblock sinks, traps and waste pipes. Adjustment and replacing tap washers and stopping leaks.
- To liaise with contractors in relations to larger building maintenance projects.

Resources

- To undertake portage tasks as required including setting up and clearing away furniture.
- To control the provision of toiletry items including requisition, storage and distribution and be responsible for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art and

Craft.

- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the school is responsible and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate health and safety maintenance / incidents / defects records including intruder alarm logbook and fire alarm book.
- To test fire alarm systems weekly and lighting.
- To report emergencies in the case of faults with gas, electric and water supply and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric, water) and monitor any work being carried out within the postholder's area of responsibility.
- To provide support with opening and closing for school lettings.
- May be required to attend Governors meeting to provide information.

Support to School (This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection and report concerns as per the school / Trust policies.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

Person Specification

| | Essential | Desirable |
|---|--|---------------------|
| Right to work in the UK | * | |
| Qualifications and experience | | |
| <ul style="list-style-type: none"> • NVQ 3 Building Maintenance & estates service, or equivalent qualification in a relevant discipline. • Hold a recognised Health and Safety qualification • Recent CPD and / or up to date training in health & safety related to a premises management role. • Experience of working in a site management role, ideally in a primary school or other educational setting. • Significant experience or skills in a trade. • Staff supervisory and / or management experience. | * * * * | * * * |
| Knowledge and Skills | | |
| <ul style="list-style-type: none"> • Good understanding and ability to use specialist equipment/ resources. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Full working knowledge of relevant policies/codes of practice/ legislation. • Ability to manage own time effectively and demonstrate initiative including establishing priorities and problems solving. • Good communication, numeracy literacy and ICT skills. • Sound planning and negotiating skills. • Ability to adapt flexibly to changing and conflicting demands. • Ability to adhere to the school's policies and procedures, most importantly the equal opportunities policy, child protection policy and all health & safety related policies. • Ability to comply with health & safety regulations to ensure that all duties are carried out safely. | * * * * * * * * * * | |
| Personal Attributes | | |
| <ul style="list-style-type: none"> • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Positively communicates, making communication clear and accessible, • Proactively seek opportunities to increase job knowledge and understanding. • Values the diversity of individuals, adaptable approach to | * * * * * | |

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| <p>meet individual needs and effectively utilise the diversity of team members.</p> <ul style="list-style-type: none"> •Coaches and empowers team members to take responsibility for ensuring customer care. •Works with others to resolve differences of opinion and resolve conflict •Requires minimum supervision. •Takes responsibility for own and team actions. •Identifies and overcomes barriers and manage risks. •Takes quick and effective action. •Demonstrates focused implementation of role and responsibilities. •Builds strong team ethos where everyone feels valued •Provides timely, sensitive and honest feedback on performance. •Is accountable for own development and encourages the ownership of development needs amongst team members. | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |
| <p>Commitment to promote and support the aims of REAch2</p> | <p>*</p> | |

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***