

**Site Supervisor**

Dear Applicant,

Thank you for your interest in the position Site Supervisor at Endeavour Learning Trust.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information. I hope you find it helpful and on behalf of the whole Endeavour 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 we currently have four secondary schools and two primary schools. Two further primary schools are joining our Trust in November 2024. Our family of schools extends beyond Endeavour, and we work collaboratively with a number of schools across our region.

This is an incredibly exciting time for the Endeavour community as we look to maximise the benefits of our collaborative partnership that has been developing since the inception of Endeavour Learning Trust in 2016.

Endeavour Learning Trust is a community of schools working together to offer the very best opportunities to the children and communities we serve. We look beyond the imaginable. We ignite curiosity and inspire discovery. And we love it!

Ultimately, our work is centred around our children, ensuring that every one of them has an equitable opportunity to benefit from a transformative education. This means extending beyond academic achievement by providing a rich and diverse offer for students to develop their skills, qualities and talents.

We are clear that our colleagues are central to our ambitions for our children and communities. They too deserve every opportunity to develop and flourish as professionals. We are determined to deliver a sector-leading experience so that, in turn, our colleagues can continue to serve our young people and communities to the best of their abilities.

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

We look forward to viewing your application.

Yours faithfully,



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.

**Transformational**

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**

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**Job Title: Site Supervisor**

**Location: Brindle Gregson Lane Primary School, Bournes Row,**

 **Gregson Lane, Hoghton, Preston PR5 0DR**

**Contract: Part time, Permanent, All year round**

**Grade: Grade 5 SCP 6-11**

**Salary: £23,893 – £25,979 pro rata**

**Pro Rata: £19,372.70 - £21,064.05 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 team. If you have site or school 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.

The successful applicant will be a positive, dynamic and highly motivated individual with personal drive. You will be a self-starter, who can work with minimal supervision; proactive, with the ability to see what needs to be done and to prioritise work accordingly. You will have excellent interpersonal skills and communicate effectively with all members of our Trust community.

Why choose us?

* At ELT we have a focus on staff wellbeing, providing 24/7 access to employee wellbeing support services
* Access to Local Government Pension Scheme
* Join a growing Multi Academy Trust (MAT) with a commitment to professional development
* Modern, well resourced school
* Free on-site parking
* 50% off Endeavour Children’s Holiday Camps

**ROLE DETAILS**

This position is part time, permanent, working 30 hours per week (split shift) Monday to Friday 7am-9:30am then 1:30pm-6pm (5:30pm finish on Fridays)

**HOW TO APPLY**

To apply please complete our application form and return to vacancies@endeavourlearning.org

Applications must be submitted by 9am on Thursday 10th October 2024

Interviews are to be confirmed

If you require any further information please contact Mollie, Recruitment Manager at m.fairhurst@endeavourlearning.org

**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.

**Core Responsibilities & Tasks:**

***Security and Supervision***

To organise and manage the work of the caretaking.

To ensure that security and safeguarding 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 Intruder 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
	+ 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 waste and that all drains and gullies are free-flowing and clean.

Assisting with 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.

**- £69,616**

**FULL TIME, PERMANENT**

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 porterage, cleaning and maintenance and monitoring of cleaning staff/work.

**Site Supervisor**

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**JOB DESCRIPTION**

***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 have an understanding of services available and how to access them.

Undertaking letting and related duties as appropriate.

Verifying claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints

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 school’s health and safety rules, reporting any health and safety concerns to the Trust’s 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/Executive Headteacher/Head of School

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**- £69,616**

**FULL TIME, PERMANENT**

**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 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) | D | AF |
| Knowledge of Health and Safety guidelines | E | AF/I |
| Knowledge of CoSHH guidelines | E | AF/I |
| Professional development relevant to post | E | AF |
| **EXPERIENCE**The successful candidate will have: |  |  |
| Experience of undertaking a caretaking or site supervisory function | E | 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 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 |

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