

SITE SUPERVISOR

NORTHALLERTON SCHOOL & SIXTH FORM COLLEGE

Application Pack



**Northallerton School
& Sixth Form College**

Being the best we can be

December 2022

Dear Colleague,

Thank you for your interest in the Site Supervisor post at Northallerton School & Sixth Form College. This is an exciting time to join this school as we continue to develop. We were placed in special measures in 2018 and in 2019 the school joined Areté Learning Trust which includes Stokesley School and Richmond School. We are very proud of the progress we have made and in January 2022 our school was judged to be Good in all areas in our most recent Ofsted inspection. We are an ambitious school and are passionate about the education of our students, continuous professional development of all staff and developing our strong partnership with parents and the wider community.

We have also recently moved to a newly refurbished building and site in September 2021. There is still a lot of challenge and hard work required from all to secure the great school we are on route to become and we have confidence in the work we have done thus far.

I look forward to reading your application and to welcoming you to Northallerton School & Sixth Form College. If you would like to talk more about the role please contact my PA, Louise Bramley, on lbramley@arete.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'V Rahn'.

Mrs V Rahn

Headteacher

Northallerton School & Sixth Form College

Job Description for:	Site Supervisor
Contract:	Permanent, full time
Hours:	37 Hours per week, all year round. Shift work as follows: Early: Monday -Thursday 6.30am - 2.30pm (30 min lunch - unpaid) Friday - 6.30am - 2pm (30 min lunch - unpaid) Late: Monday -Thursday 11.30am -7.00pm (paid 30 min lunch break) Friday: 12noon - 7pm (30 min paid lunch break)
Salary:	Grade E; Scale Points 06 to 08: £21,968 - £22,777.
Closing date:	12 December 2022 at 9am
Required:	January 2023
Reporting to:	Site Manager

Purpose: To play a key role in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Site Manager to ensure a secure, safe and hygienic environment for all building users.

Job Context: The site team as a whole is responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.

The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe

Enhanced DBS check is required for this post due to working within a school environment

Main Responsibilities

Operational

- To ensure the security of the building and site, undertaking daily security checks,
- Act as a designated key holder, providing response to emergency calls.
- Locking and unlocking of buildings at pre-determined times
- To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow.
- Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site
- To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings
- To assist with cleaning duties as required
- Collect and assemble waste for collection
- To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
- To undertake the operation and periodic checking of the fire alarm system
- To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment.

- Arrange emergency repairs and deal with problems as they arise

Communications

- Communicate effectively with other members of staff within the school.
- Liaise with contractors on the site and check clearances

Resource management or Buildings and Infrastructure

- To participate in the training and development and performance management processes within the school
- Order, stock control and store cleaning and caretaking equipment and products safely and securely
- Carry out inspections on buildings to identify faults/hazards
- Supervise the work of contractors on site
- Handles small amounts of petty cash for purchasing materials to carry out repairs

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Systems and Information

- To fulfil the necessary administrative tasks associated with the responsibilities of the post.

Data Protection

- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately

Equity

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

Flexibility

- North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.

Customer Service

- The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

PERSON SPECIFICATION**JOB TITLE: Site Supervisor (Grade E)**

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, e.g. COSHH • Good literacy and numeracy skills • Ability to use tools for making minor repairs • Knowledge of moving and handling procedures 	
Experience <ul style="list-style-type: none"> • Experience of undertaking general cleaning and caretaking duties • Experience of carrying out repairs and maintaining equipment • Supervisory experience 	<ul style="list-style-type: none"> • Experience of working as part of a team • Line Management experience
Occupational Skills <ul style="list-style-type: none"> • Able to work with minimum supervision. • Ability to use own initiative • Problem solving skills • Self motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills • Ability to motivate a team of staff 	
Qualifications	
Other Requirements <ul style="list-style-type: none"> • Physical ability to carry out general caretaking and cleaning duties as detailed in the Job Description. • Ability and availability to work outside of core hours • First Aid at Work Qualification 	

Areté Learning Trust is committed to safeguarding and protecting our children and young people. All posts are subject to a safer recruitment process which includes enhanced criminal record & barred checks, scrutiny of employment history, robust referencing and vetting checks.

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to the following email address:

recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **12th December 2022, at 9am**