

Site Supervisor

Application Pack

Mildenhall College Academy

The Hub, Sheldrick Way, Mildenhall Suffolk



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01.Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust



About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Mildenhall College
A C A D E M Y

For the past forty years, Mildenhall College Academy has taken a truly holistic view of education.

From an extensive range of academic visits to participation in national STEM challenges, a supportive Mindfulness Club and a varied programme of arts and sports activities, we go the extra mile every day to bring learning to life.

In our most recent Ofsted inspection, the Academy was again rated as Good, with inspectors noting that “pupils achieve well across a range of subjects in both the main school and sixth form”. Mathematics was confirmed as a particular strength, and inspectors were pleased to see that we “know which areas need to be improved to make the quality of education even better”.

The report went on to comment that “teachers know the key priorities for improvement and there are well-considered plans to achieve them” and are “proud to work at the school and feel well supported by the Principal and wider leadership team”.

That support will enable you to become the teacher or support staff you’ve always wanted to be, progressing your career here or anywhere within Academy Transformation Trust – and will help us on our exciting journey towards Outstanding.

To discover our holistic approach for yourself, you need to meet our Principal, teachers and students.

[**Mildenhall College Academy**](#)



04. Job Description

Job Description

Site Supervisor

Purpose of the Role:

Working with the wider estates team and academy senior leadership team, responsible for a wide range of day to day management and operation of premises related functions, including buildings and grounds maintenance, security, lettings, cleaning and management of contractors.

To ensure that the academy gives a positive first impression to all users of the academy site and that pupils, staff, visitors and contractors can work in it effectively and safely ensuring compliance with legislation and guidance.

Responsibilities:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

Building & Grounds Maintenance:

- Ensure that all plant and equipment are available and working effectively.
- Carry out general maintenance and remedial works appropriate to qualifications and experience
- Ensure that the grounds and buildings are clean, free of hazards and maintained correctly.
- Ensure that buildings fabric and services are maintained in accordance with a planned maintenance schedule and that the asset register is maintained.
- Ensure that all refuse is disposed of promptly and in accordance with legislation.
- Maintain records of servicing, maintenance (PPM) and activity on CAFM property software system.
- Utilise the ATT reporting system to monitor reported maintenance issues. Address issues promptly where possible, or coordinate with approved contractors for external support. Obtain cost estimates for the necessary work and seek approval before proceeding. Ensure that appropriate levels of consumables are in stock, ordering as required and checking receipts against order.

Cleaning:

- Ensure that all areas of the building are clean and ready for use and reporting any concerns to the cleaning team.
- Ensure that any spillages are mopped up and that any bodily fluids, vomit and other soiling are cleaned up as soon as practical.
- Ensure prompt removal of any internal and external graffiti.

Security:

- Manage the opening and closing of the academy daily at agreed times, note flexibility is required from time to time and may involve unsociable hours.
- Be a key holder for the academy site and control the allocation of users for the keys for routine and non-routine use.
- Be responsible for general security and access control at all times.
- The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

Health and Safety:

- The safety of academy occupants is the highest priority. Any identified health and safety issues must be immediately addressed to ensure safety and reported to the academy leadership team and the regional estates manager for a rectification or management plan.
- Act upon any health and safety concerns identified, making the area/equipment safe including cordoning off an area and/or the removal of unsafe equipment if necessary.
- Undertake routine, regulatory and ad hoc inspections.
- Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
- Carry out dynamic risk assessments in any situation when appropriate
- Advise the Regional Estates Manager of any changes that are required to generic risk assessments and management plans and implement any action plans to rectify any deficiencies identified.
- Manage and supervise contractors while working on the academy site operating a safe working environment.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- Provide safe access to site during periods of inclement weather and emergency situations, including gritting paths and car parks prior to the school opening in freezing weather, ensuring effective barrier matting/mopping during heavy rain, etc.

General Duties:

- Ensure that classrooms, assembly hall, dining areas, and sports hall are appropriately set up for teaching, assemblies, performances, open days, examinations, and other events. This includes the setup, arrangement, and removal of various equipment as needed.
- Provide support for staff in terms of moving deliveries, equipment and resources as required
- To undertake training and development relevant to the post and in line with the academy's priorities including acting as the main fire warden.
- Support other ATT academies within region when requested by Regional Estates Manager
- To undertake any other duties as directed by the Regional Estates Manager or Principal.

Safeguarding:

- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the academy.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.



05. Person Specification

Person Specification

Site Supervisor

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> • Literacy and Numeracy • First Aid • Health & Safety • Safeguarding Level 1 	•	<ul style="list-style-type: none"> • Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none"> • Able to understand and apply regulations e.g. health and safety • Able to effectively supervise on-site contractors • Competent at basic building repairs and maintenance • ICT literate 	•	•
Knowledge that supports the role	<p><i>Organising and executing:</i></p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Works in a systematic, methodical and orderly way • Follows procedures and policies • Manages time effectively <p><i>Working with people:</i></p> <ul style="list-style-type: none"> • Listens well, communicates clearly and fluently • Adapts to the team and helps to build team spirit • Relates well to people at all levels <p><i>Enterprising and performing</i></p> <ul style="list-style-type: none"> • Accepts and tackles goals with enthusiasm • Where appropriate uses technology to achieve work objectives • Flexible regarding working hours and location 	•	•

Expectations of Role	<ul style="list-style-type: none"> • Personal vision is aligned with ATT's high aspirations and expectations of self and others • Genuine passion and a belief in the potential of every student • Motivation to continually improve standards and achieve excellence above norms. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Other requirements	<ul style="list-style-type: none"> • Demonstrates integrity • Promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils • This post is subject to an enhanced Disclosure and Barred Service check 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





08. How to Apply

Site Supervisor

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy Transformation Trust](#)



Status:

27.5 Hours per Week
43 weeks per year (Term Time plus 4 weeks)



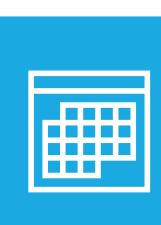
Salary:

NJC Scale Points: 4 - 9
Actual Salary: £16,100 - £17,422 per annum
FTE Salary: £25,184 - £27,254 per annum



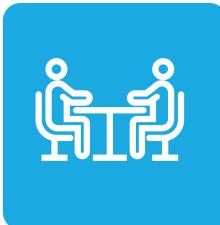
Closing Date:

Monday 23rd February 2026 at 9am or sooner should we receive sufficient applications.



Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



Academy Transformation Trust

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