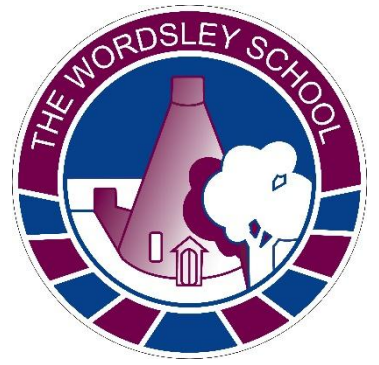


SITE SUPERVISOR

APPLICATION PACK



BELIEVE · ACHIEVE · INSPIRE

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Welcome

Thank you for your interest in this post. Choosing the right school in which to work is a big decision, especially in the current educational climate. I believe that The Wordsley School provides a fantastic location for the right person to continue to grow as a teacher. The aim of this application pack is to tell you a little about our school and hopefully inform your decision to apply.

The Wordsley School is a great place to work. People make schools, and at Wordsley, we have great ones. We want staff who really care about their students and each other, always going the extra mile.



Wordsley is a true 'community' school. As a group of over 60 teachers and 50 additional non-teaching staff, every single adult in the school has a critical part to play. We are a team in the true sense of the word. We don't expect perfection from our staff, just that they do their best and keep trying to get better. What we want more than anything is someone who cares for our young people and will do what they can to help them to be successful.

We are seeking to appoint a Site Supervisor to support the School Facilities Manager in the efficient and effective running of the site in respect of site services. Maintaining a safe, clean and hazard free environment.



I strongly encourage you to take the opportunity to come and visit the school prior to submitting an application and to meet with me; the application window has deliberately been constructed to allow sufficient flexibility for prospective candidates to do this. If you would like to arrange a visit, please contact Rachel Potter (PA to the Headteacher) by email (rpotter@wordsley.dudley.sch.uk) or telephone (01384 816015) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

Beyond this, if you would like to apply for the post, please submit an application form by email to recruitment@wordsley.dudley.sch.uk. Your supporting statement should be a maximum of two sides of A4 and should outline how you feel your experience, skills and attributes will enable you to make a significant impact in the advertised post.

I look forward to hearing from you.

Ashley Weatherhogg
Headteacher

Stour Vale Academy Trust

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together.***

Mission, vision, values and motto

A school is defined by its culture and ethos – ‘the way things happen’. At The Wordsley School our culture and ethos is our unique selling point and together we strive to fulfil our mission, with a clear vision, motto and five key values that underpin our daily work.

OUR MISSION

To provide an outstanding and enjoyable educational experience for everyone in our Wordsley community

OUR VISION

We promote high levels of aspiration and achievement, and support each other to be the best we can be

OUR VALUES



CURIOSITY: we have enquiring minds and are keen to learn



INTEGRITY: we are honest and have strong moral principles



KINDNESS: we are friendly and considerate of each other



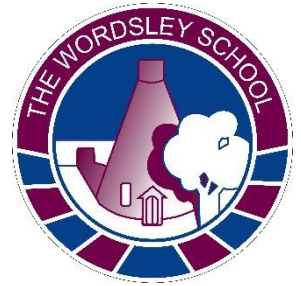
RESILIENCE: we respond well to challenge and are keen to improve



RESPECT: we have an appreciation and awareness of others

OUR MOTTO

BELIEVE · ACHIEVE · INSPIRE



Job Description

Post Title:	Site Supervisor
Responsible to:	Facilities Manager / School Business Manager / Headteacher and Governing Body
Working hours:	Full time (37 hours per week and all year round) Shift work across the opening hours of the school to incorporate three late closures. Part-time job share considered.
Salary/Grade:	Non-teaching staff pay scales Grade 5 points 7-11 (£26,403 to £28,142).
Notice period:	1 month

Purpose

- To support the School Facilities Manager / Site Supervisor in the efficient and effective running of the site in respect of site services. Maintaining a safe, clean and hazard free environment.
- To support the management of repairs and maintenance of the school site.
- To support the management of contractors attending the school site.
- To support site services in order to facilitate the effective teaching and learning of students and the full use of the school which is utilised by staff and students who occupy it.
- Assist in maintaining the fabric of the school's buildings and site.
- To support services in order to prevent any Health and Safety risks occurring within the school.
- Assist in upholding site compliance and ensure activities are carried out in line with school requirements, recorded accurately and within time constraints.

Specific Duties

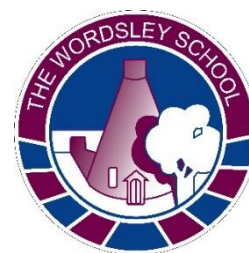
- Undertake the opening / closing of school premises, including gates doors, fire exits etc for the purpose of school use, lettings, out of school activities, maintenance and emergency services, as required. The role will require working to a rota, to ensure such duties are covered three evenings during the working week.
- Maintain security of the site, reporting any issues to the Facilities Manager or a senior member of staff. Deal with alarm calls in the absence of the Facilities Manager / Site Supervisor.
- Carry out general maintenance to an excellent standard across the school site.
- Carry out swimming pool cleaning duties, testing and recording including pool plant room.
- Undertake general minor repair works, as required.
- Undertake general painting and decorating, as required.
- Deal with, or arrange to be dealt with, emergencies works, as required.
- Remove spillages, breakages, sickness and clean areas as required.
- Maintain cleanliness and general tidiness of all external areas / grounds, undertaking designated external duties eg. clearing of leaves / litter picking etc.
- Empty litter bins on a daily basis.
- Clean and clear drains / gullies to ensure effective and health operation.
- Clear snow, ice, moss and detritus, including the treatment of surfaces with salt, as required.
- Report any defects to the Facilities Manager / Site Supervisor.
- Ensure cleaning is carried out to the required standards, any issues with standards of cleanliness notifying the Facilities Manager.
- Undertake the cleaning of specific areas of the school.
- Undertake general cleaning as required to cover absence of cleaning staff, as and when required.
- Assist in the daily supervision of cleaning staff in the absence of the Facilities Manager, Site Supervisor, referring any issues to the Facilities Manager.
- Assist in the replenishment of stocks to classrooms.
- Assist in cleaning and maintenance of equipment.
- Deal with visitors / contractors to the site in the absence of the Facilities Manager / Site Supervisor.
- Deal with deliveries of stores materials and other goods, ensure correct delivery to areas within the school as instructed.
- Deal with the relocation of furniture / equipment as requested in line with Health & Safety Regulations.
- Flexibility required to accommodate the needs of the school.
- Carry out instructions regarding letting requirements, ensuring letting requirements are conducted in an orderly manner with any issues being reported to the Facilities Manager.
- Undertake any other duties which may reasonably fall within this role

Other Responsibilities

- Attend meetings as required.
- Participate in training and development opportunities, willingness to develop additional skills and expertise.
- To represent the school in a professional manner meeting the school's aims and objectives.
- To comply with Local Authority Financial Regulation and Standing Orders.
- Employees must comply with Health and Safety Legislation and will be required to comply with the Local Authority's and school's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- Be aware of and comply with policies and procedures relating to, but not exclusively, child protection, health and safety, security, confidentiality and data protection. Report concerns to the appropriate person.
- Contribute to the overall ethos, vision and values of the school.
- Be accountable for and promote equal opportunities, diversity and community cohesion to meet school and Local Authority objectives. All employees have a responsibility not only for their own behaviour, but also for others. Issues to be reported to the Facilities Manager.

Special Conditions

- This post is subject to the DBS checking process. The school is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be appointed subject to reference and DBS checks.
- This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person Specification

[A] Qualifications and Experience

Attributes/qualifications	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<ul style="list-style-type: none"> Relevant experience of caretaking duties Carrying out, and being competent in, basic repairs and maintenance (DIY) Experience of using safe working practices Must be able to consistently demonstrate they are numerate and literate Willingness to undertake training as required Able to understand and apply regulations such as Health and Safety / Manual Handling Ability to operate electrical / mechanical systems Experience of working in a school environment Pool Plant Operators Qualification or willingness to undertake First Aid at Work Qualification or willingness to undertake 	E E E E D E E D E E	A/I A/I A/I A A/I A/I A/I A A/I A/I

[B] Skills and Abilities

<ul style="list-style-type: none"> Ability to work to required standards and agreed deadlines Ability to complete records, electronically and hard copies – accurately Ability to use IT systems, use of email, electronic documents and relevant building maintenance software Ability to develop and maintain effective working relationships with a range of stakeholders Demonstrates a flexible approach to work to enable effective delivery of service Ability to secure the schools buildings and site 	E E E E E E	A/I A A/I A/I A/I I
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[C] Other Attributes

<ul style="list-style-type: none"> Commitment to the schools mission, vision and values Excellent communication and interpersonal skills 	E E E	I I/R I/R
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<ul style="list-style-type: none"> • Ability to communicate with school staff and others as required in a polite, courteous manner 	E	I/R
<ul style="list-style-type: none"> • Must be reliable, punctual, conscientious, cooperative and honest 	E	I
<ul style="list-style-type: none"> • Ability and willing to participate in shift pattern 	E	I/R
<ul style="list-style-type: none"> • Can do attitude 	E	A/I
<ul style="list-style-type: none"> • To actively promote the Local Authority's commitment to safeguarding and promoting the welfare of children and young people. 	E	I
<ul style="list-style-type: none"> • Good knowledge and understanding of Equality and Diversity 		