

Assistant Site Supervisor

The Hollins

July 2024



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT



Welcome to **LET** Education Trust

Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with currently primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residentials, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.



Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To aid transition for pupils, and planning for teachers, we are working on key fundamental skills required for KS3, in KS2. Sharing this information is proving invaluable in getting pupils 'secondary ready' and ensuring a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also have Initial Teacher Training as part of our remit through the Pennine Lancashire SCITT. This has successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org

Best wishes
Steve Campbell
Chief Executive



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You can find out more at: www.thehollins.com



Kind



Honest



Resilient



Reflective



Respectful



Responsible



Aspirational

Dear Applicant,

Thank you for your interest in the position of Assistant Site Supervisor at The Hollins. This post is a key role in the further development of the school as we continue to build on our successes.

We are a fully comprehensive school and serve a differing catchment area across Accrington and the surrounding area. Over 62% of our pupils come from E/E* areas of overall multiple deprivation, and prior attainment of our pupils is just below average. However, we achieve many great things with our pupils due to our committed, well-trained staff always going the extra mile to care for our pupil's welfare, character development and achievements. We are dedicated to improving the chances of all our young people, including our most vulnerable, pupil premium pupils, and learners with SEND and, as such, strive to offer as many opportunities for our pupils as possible, both within and outside of the classroom. We ensure that our staff engage in continual professional learning throughout their time with us, regardless of the level of experience, as we are committed to ensuring we can always get better.

Our recent transition to becoming an academy is helping cement further collaboration with other professionals, and will allow us to continue to further develop our practice. The LET Education Trust is an inclusive trust recognising the importance of providing for and investing in the adults of tomorrow.

Should you wish to speak to me (on an informal basis), please do not hesitate to contact me.

We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,
Mrs S Haydock
Headteacher, The Hollins



SUPPORT FOR OUR STAFF

- Encourage a climate of connecting with people. At The Hollins we encourage collaboratively working and sharing our moments with each other, both within the school and further afield in the hope that both professionally and personally all our staff feel less isolated and more connected. We are human beings first and foremost and, as such, must look after and care for our well-being.
- Looking after our mental health. We have staff who are trained mental health first aiders who are ready, willing and able to support staff.
- Quality staff professional development. We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.
- Measure and respond to staff voice. Our thrice-yearly staff questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.
- Driving down unnecessary workload. We strive to ensure that we support the DfE Workload Reduction with suggestions like ensuring that our calendar reflects generous department and CPD opportunities, not submitting regular lesson plans, no expectations that all staff will mark in a specified manner, and only collecting data that is purposeful and used multiple times.
- Quality behaviour systems in place. Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely important for the smooth running of the school.

HOW TO APPLY

Please note that CVs will not be accepted.

Applications should be submitted using the forms available from our website. Your completed application form should be returned no later than the specified closing date to Mrs Young, Headteacher's PA, to youngc@thehollins.com. Good luck!

ABOUT OUR 7 VALUES

These 7 important values underpin every decision we make.



Kind



Honest



Resilient



Reflective



Respectful



Responsible



Aspirational

Alongside the 7 values, we also have our vision, self-evaluation and our school improvement plan. None of these stand alone. They work together to ensure that we at The Hollins do our very best for our pupils and they have a positive experience, fulfilling their potential both academically and personally, celebrating our differences and developing the character to make their mark in the world. Our pupils are encouraged to "Strive for Success" and fostering these values will help them to achieve their success.



Job Advert

Job Title: Assistant Site Supervisor
Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
Grade: 4
Salary: £23,114 to £23,893 (Actual salary £19,990 to £20,664)
Hours per week / weeks per year: 32 hours per week, full year basis.

Contract type: Permanent
(All permanent contracts are subject to a 6 month probation period)

Start date: As soon as possible
Following completion of a Enhanced DBS check (including child barred list check) and other safer recruitment checks

Closing date: Friday 19th July 2024, 12noon

Interview date: To be confirmed

The Hollins, part of the LET Education Trust is seeking to appoint a highly motivated and dedicated Assistant Site Supervisor to support our school. The Hollins is an oversubscribed, highly successful 11-16 school which provides a warm, caring environment; where attainment is above average and achievement is good. We value pupils and staff alike and look forward to welcoming a new addition to our team of dedicated staff.



Each school in our Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

If you are shortlisted for the position you are applying for, the recruiting officer will undertake an online search in accordance with KCSiE 2024

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview. Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.

JOB DESCRIPTION

Grade	4	Hours/week	32 hours per week
Reporting to	Premises Manager and School Operations Manager		
Location	The Hollins, Hollins Lane, Accrington, BB5 2QY		

JOB PURPOSE:

Under the general guidance of the Premises Manager, to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance. Management and monitoring of cleaning staff/work. The emphasis of this post will focus on both site supervision and handyperson activities.

CORE TASKS:

Security and Supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with workers and contractors and, where appropriate, advising the Headteacher of their presence.
- Supervision of cleaning staff.

Caretaking and maintenance

- Undertaking cleaning of allocated area(s), and closure cleaning.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Premises Manager and the School Operations Manager.
- Drawing the attention of the appropriate authorities via the Premises Manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff. Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including: -
 - basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing a washer, etc
 - minor maintenance of the heating system e.g. bleeding radiators
 - minor repairs to school furniture, sports and classroom equipment
 - painting and decorating as appropriate
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of (for example) shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
 - minor gardening duties (including tidying, flower boxes, weeding etc.) excluding application of weed killers.

CORE TASKS CONTINUED:

- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- 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.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

OTHER DUTIES:

- Planning of own workload and the planning and allocation of duties/hours of work for cleaning staff.
- Instructing cleaning staff in all aspects of their work.
- Undertaking letting and related duties as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertaking training as appropriate.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable.
- Commitment to safeguarding and protecting the welfare of children and young people.

SCHOOL:

1. To carry out the duties in accordance with school-based policies and health and safety procedures/policies.
2. To contribute to the provision of an effective environment for learning.
3. To support the promotion of positive relationships with parents and outside agencies.
4. To engage in the school's appraisal scheme.
5. To take care for their own and other people's health and safety.
6. To be aware of the confidential nature of issues.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Full driving licence. 	<ul style="list-style-type: none"> • NVQ Level 2 qualification in Caretaking (or equivalent). • Experience of undertaking manual tasks (e.g. maintenance, DIY etc). • Practical experience of monitoring contract arrangements. • Experience of testing portable electrical equipment. • Experience of security-related duties.
Professional Attributes	<ul style="list-style-type: none"> • High personal standards and high expectations of themselves and others. • Ability to work as part of a team. • Ability to work in an organised and methodical way. • The ability to relate well to all members of the school community. • A sense of humour. • A flexible approach to school life. • Excellent communication skills. • Basic numeracy and literacy skills. • Attention to detail. • Basic DIY/Repair skills. • Awareness of Health & Safety issues. • Awareness of CoSHH. 	<ul style="list-style-type: none"> • Ability to use powered tools and equipment relevant to the role.
Other	<ul style="list-style-type: none"> • A commitment to undertaking relevant training and development. • A commitment to safeguarding and protecting the welfare of children. • A commitment to excellent attendance. • A commitment to health and safety. • A commitment to equality and diversity. • The ability to manage time effectively and prioritise work. • Willingness to respond to emergency callouts. 	<ul style="list-style-type: none"> • First aid certificate