



BRIGSHAW
LEARNING PARTNERSHIP

Kippax North Primary School Site Supervisor

Applicant Brief: November 2024



The Brigshaw Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



Welcome from Aidan Sadgrove, CEO

Dear Applicant,

Thank you for your interest in the post of **Site Supervisor, based at Kippax North Primary School**. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. Between 80% and 90% of children join our high school from one of our Trust primary schools each year. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high-quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all pupils.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high-quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that pupils, staff and our schools themselves must strive for continual improvement, each and every day. Our people are our greatest resource and we will only be able to deliver on our mission by attracting, developing and retaining the very best.

Our work is underpinned by our core values of **Equality, Integrity and Resilience**. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day.

We aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

Please complete the online application form that can be found on the Brigshaw Learning Partnership website www.brigshawlearningpartnership.com/job-vacancies

Further information can be found on our Trust website www.brigshawlearningpartnership.com. Should you require any further information or to book a visit, please give us a call and we'd be happy to arrange this.

I would draw your attention to the sheet within the pack which outlines the requirements of the Asylum and Immigration Act 1996 and the relevant document required, if you are invited for an interview.

The closing date for applications is **Sunday 1st December 2024 at 23.59** and interviews will be held on 6th December 2024.

Mr Aidan Sadgrove
CEO



The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity.

In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio-economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our Values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio-economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.

Our strategic anchors

- **Building Belonging** as a community anchor, providing calm, orderly schools, underpinned by strong relationships and nurturing partnerships that support children and families.
- **Growing our people** through high impact professional development, coaching and organisational culture that makes our trust a great place to work and learn
- **Delivering a Cradle to Career Curriculum** that is coherent, knowledge-rich and builds cultural capital from nursery, through to A level
- **Effective operations** that allow leaders to focus on school improvement



Our schools

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary pupils attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village



The Opportunity

We are looking for an experienced Site Supervisor to join our team supporting our schools in East Leeds. The post will be based at Kippax North Primary School; however, the successful candidate may be required to work at other BLP Schools. You will work on a split shift pattern and under the instruction and guidance of the Trust Estates Manager / Headteacher to deliver a well maintained, safe, secure and clean working environment of the school(s).

Own transport is desirable.

NB: All post-holders at the BLP are responsible for improving the outcomes for learners and upholding the ethos of the Trust. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the BLP.

We can offer you:

- A welcoming, supportive working environment with a friendly team ethos and the opportunity to be part of Brigshaw Learning Partnership.
- A strong commitment to an investment in your continued professional development.
- The chance to collaborate and learn from colleagues as well as other schools.

The candidate will:

- Have proven people skills
- Be highly efficient and creative
- Be committed to securing outstanding provision for children

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to have an up-to-date DBS disclosure.



Job Description

Post title	BLP Site Supervisor
Salary	B1 £23,114 - £23,893 (Pay Award Pending)
Accountable to	Trust Estates Manager / Headteacher
Hours of work	37 hours per week - Split shifts - All year round
Location	Kippax North Primary School

Key Duties and Responsibilities:

Post holders working to this job description may undertake any of the following main duties and responsibilities:

- Take responsibility for the management and delivery of reactive maintenance tasks.
- Undertake compliance checks as required (e.g. Legionella, fire alarm, emergency lighting, fire doors) and recording evidence on a computerised system.
- Provide day to day supervision to a team of cleaners, ensuring duties are carried out to the highest standards in accordance with cleaning specification.
- Undertake cleaning tasks as appropriate and as required, using specialist equipment as necessary.
- Maintain site security through locking and unlocking the school's buildings, setting the security alarm and other security systems where applicable.
- Conduct regular security checks, identify security risks and report any security breaches to the Trust Estates Team.
- Operate and respond to alarm systems where appropriate.
- Safeguard pupils in the event of an incident (lockdown/evacuation).
- Coordinate deliveries, maintain sufficient stock levels of key products in a secure store.
- Undertaking and participating in the organisation and movement of furniture and equipment within the school, or as required across the other schools.
- Maintain and arrange orderly and secure storage of supplies.
- Use all provided equipment and materials in a safe manner, following manufacturer's guidelines where applicable.
- Where maintenance requires a skilled tradesperson, arrange and oversee the repair using the list of Trust pre-approved minor works suppliers. Ensure the works are satisfactorily completed and signed off.
- Undertake record keeping as directed.
- Promote and manage energy efficiency and sustainability.



- Undertake activities to maintain a safe and clean environment, both internally and externally, for example checking the functionality of toilets, litter picking, removal of rubbish bags, clearing autumn leaves, sweeping paths, maintaining safe and clear paths in adverse weather.
- Take responsibility for the management of chemicals within the school in line with COSHH regulations.
- Refill and replace consumables e.g. soap and towels, placing orders for stock as and when required.
- Manage contractors on site, ensuring they follow safe working practices as set out in their RAMS, agreed with the Trust Estates Team.
- Be aware of and report building hazards, rectifying through reactive maintenance where possible.
- Assist in the management and operation of the lettings where applicable.
- Where appropriate maintain school vehicles and carry out occasional driving duties as required by the Trust or the Headteacher.
- Liaison with the school meals service contractors and other suppliers where appropriate.
- Liaise with the Trust Estates Team to manage contractors and projects procured and developed by the Trust as required.
- Carry out any other reasonable duties as requested by the Headteacher or the Trust Estates Team.
- Routinely work on a split shift basis.
- Operate relevant ICT packages.

Relevant working conditions

- The nature of the post may regularly involve considerable physical effort, for example manual handling of furniture and equipment.
- There may be some exposure to unpleasant or environmental working conditions or substances.
- Requirement to react to call outs relating to security/weather/building maintenance issues.
- This is an all year round post and there will be a requirement to coordinate annual leave with other employees within the Trust Estates Team to ensure supervision of contractors during the holidays is in place.

Responsibilities for Resources

- Safe and appropriate operation of equipment and use of materials as required.
- Maintain, clean and secure all equipment or materials after use.
- Maintain chemicals in line with COSHH regulations.
- Liaise with the Trust Estates Team and Headteacher regarding site expenditure and request requisitions.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Supervision of cleaners
- Provide training for new staff members.

Performance Management and Review

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with Trust Policies and Procedures.



Other Duties and Responsibilities

- Promotes high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with Trust Policies and Procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Contribute to the overall ethos, work and aims of the Trust.
- Participate in training and other learning activities as required.
- Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the Finance team and Headteacher, for the administration and control of appropriate areas of the budget.
- Attend and participate in meetings as required.
- Be proactive in seeking appropriate advice and guidance where required.
- Maintain a flexible attitude towards working hours and duties.
- Treat all users of the school with courtesy and consideration.

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Professional development:

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Willingness for self-development, willing to undertake training as required and to assist in the training of colleagues.
- Take part in the school's appraisal procedures. Please note that this is illustrative of the general nature and level of responsibility of the role.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.



Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post.

The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Qualifications	Essential Attributes	Desirable Attributes	*MOA
Level 2 Numeracy/Literacy (or GCSE Maths and English equivalent)	✓		A, I
Cleaning and support services NVQ Level 3 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.		✓	I, D
Health and Safety related qualification or accreditations.		✓	A, I, R

Experience	Essential Attributes	Desirable Attributes	*MOA
Experience of undertaking maintenance tasks (repairs etc.)	✓		A, I
Caretaking/cleaning/site keeping experience in a school of similar environment to a high standard.	✓		A, I, R
Experience of supervising/directing a team		✓	A, I
Experience of building appropriate relationships with a wide range of people	✓		A, I
Experience of working in partnership with others to deliver work to set deadlines	✓		A, I
Experience of working with external agencies		✓	I



Abilities, Skills and Knowledge	Essential Attributes	Desirable Attributes	*MOA
Willingness to gain knowledge and perform basic plumbing, electrical, decorating and maintenance tasks	✓		A, I
Willingness to gain knowledge of health and safety procedures and precautions	✓		A, I
Willingness to gain awareness of COSHH regulations	✓		I
Experience of operating within a health and safety framework		✓	
Knowledge of moving and handling procedures or willingness to learn	✓		A, I
Willingness to gain knowledge of cleaning products required to meet high cleaning standards	✓		A, I
Ability to use a computer device to input data including health and safety information on a spreadsheet and communicate using email	✓		
Use of equipment/recourse required to maintain a school building	✓		
Ability to work as part of a teams dn direct the day to day duties of a team	✓		
Willingness to use relevant equipment to clean and maintain the site	✓		

Personal Attributes	Essential Attributes	Desirable Attributes	*MOA
Willing to abide by the Trust's Policy in the duties of the post, and as an employee of the Trust	✓		A, I, R
Possess strong interpersonal skills and ability to communicate effectively with children and adults	✓		A, I
Possess attention to detail and commitment to accuracy	✓		A, I
Good organisational skills	✓		A, I



Possess knowledge, understanding and commitment to safeguarding and promoting the welfare of students	✓		A, I
Ability to develop positive relationships with a wide range of people	✓		A, I
Ability to take responsibility and also able to work collaboratively with other team members	✓		I, R
Be able to identify potential barriers to attendance and engage in strategies to overcome these barriers	✓		A, I
Have an understanding of the role of data in raising achievement	✓		A, I
Be able to deal sensitively with people and achieve positive outcomes	✓		A, I
An ability to respect sensitive and confidential work.	✓		A, I
Commitment to own personal development and learning.	✓		A, I, R
An excellent record of attendance and punctuality	✓		A, I
Reliability, integrity and stamina	✓		A, I
Able to think clearly in emergency situations	✓		A, I

General	Essential Attributes	Desirable Attributes	*MOA
Suitable to work with children/young people	✓		D
Be committed to continuing professional development	✓		I
Be respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	✓		I
Possess personal integrity, warmth, and a willingness to grow and learn	✓		I



Be committed to the education of the whole child, i.e. social, emotional and citizenship development	✓		I
Be flexible with working hours as the needs of the role require	✓		I
Ability to travel regularly between schools within the Multi Academy Trust	✓		A, I

***Method of Assessment (MOA):**

A = Application Form T = Test I = Interview R = References C = Certificate

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL BRIGSHAW LEARNING PARTNERSHIP POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE BLP.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory reference.



Requirements of the Asylum and Immigration Act 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed, the photocopy of the document confirming your identity will be placed on your personal file.

The documents that you may use are listed below:

- United Kingdom passport
- European Economic Area passport
- National Identity Card
- United Kingdom residence permit

OR

An official document with a National Insurance Number

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland
- A letter from the Home Office
- An Immigration Status document endorsed by the Home Office

The original document will be returned to you as soon as it has been photocopied.



Application Process and Safeguarding Requirements

<i>Making an Application</i>	<i>Interview and Selection Process</i>
<p>Application form</p> <p>If you wish to be considered for this post please complete the online application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p>	<p>Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing. As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <hr/> <p style="text-align: center;"><i>Induction and Continuous Professional Development</i></p> <hr/> <p>The Headteacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the appropriate Line Manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.</p>



Pre-employment checks	School Policies
<p>References</p> <p>If you are shortlisted, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at this school is subject to an enhanced check with children’s barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Prohibition checks (Teaching posts only)</p> <p>Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.</p>	<p>Child Protection</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.</p> <p>Whistle Blowing</p> <p>We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p>Code of Conduct and Personal Behaviour</p> <p>The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.</p> <p>The Headteacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.</p> <p>We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p>Full details of all these policies are available in school.</p>



Validation of Qualifications

All short listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at the interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.



The Brigshaw Learning Partnership Schools Map

-  Kippax Ash Tree Primary School
-  Kippax North Primary School
-  Kippax Greenfield Primary School
-  Allerton Bywater Primary School
-  Swillington Primary School
-  Methley Primary School
-  Brigshaw High School

