



# Building Supervisor Full time Application Pack



Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

We were established in 2011 (originally as Tapton School Academy Trust) and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ nearly 1000 staff, and those people are incredibly important to us. One of our key strategic priorities is to attract and develop capable people with great character, so that our young people thrive. If you work with us, you will receive best-in class talent management opportunities through our Institute of Talent, to develop yourself and open doors to a wealth of career opportunities within (and outside) of our Trust.

We are mindful of the workload challenge currently facing the sector, so we are focused on reducing workload and creating conditions where our colleagues have a fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and aligning our systems, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a Multi-Academy Trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where innovation, collaboration and excellence thrive, you will find a like-minded group of people at INOVA Multi-Academy Trust.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber  
CEO



# About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

**Our Vision:** Transforming lives through the power of learning.

**Our Mission:** To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

**Our Values:** Innovation : Collaboration : Excellence



## Our Values

### Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



### Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



### Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## **Central Services**

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

# The Role

We are seeking to appoint a building supervisor to work in our busy primary school, you will work in a team of two building supervisors and look after a team of cleaners on a day to day basis.

Salary Range	Grade 4 SCP7-12 £25,484-£27,711
Hours of Work	Full time for 52 weeks per year
Responsible To	Facilities Manager
Responsible For	As the Building Supervisor for the site you will be responsible for the upkeep of the building and the site wide Health & Safety. This is a varied and exciting opportunity which is incredibly rewarding working in a large Primary School but also supporting other Primary Schools within the Trust.  NB- Travel to other sites across INOVA Multi Academy Trust may be required.
Benefits	Staff with a vision of excellence for the future Children who love learning and want to achieve A well-resourced and stimulating environment A strong emphasis on teamwork High quality CPD opportunities

# Responsibilities

<b>Purpose of the job</b>	<p>To provide a service to the site consisting of security of premises, lighting, heating , cleaning, maintenance and operation of plant, portage and handy person duties. To provide an efficient support service to the site users and community groups. Assist with administration of defined budgets and premises related issues.</p>
<b>Relevant desirable qualifications.</b>	<ul style="list-style-type: none"><li>• Good level of spoken and written English and Maths.</li><li>• COSHH</li><li>• Health and safety in the workplace</li><li>• Experience in either education or similar setting</li></ul>
<b>Working with others</b>	<ul style="list-style-type: none"><li>• Excellent communication skills both face to face and over the telephone.</li><li>• Computer skills</li></ul>
<b>General duties</b>	<p>Carry out portage duties as required receipt of goods and supplies. Regular checks unblock and clean drains manholes and gullies. Set out / put away furniture and equipment for functions, meetings and exams. School milk to be taken to agreed distribution points and empties to be returned to a central collection point. Remove weeds from paths , steps, playgrounds etc.</p>

# The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	Experience of working in a school environment in a facilities role.
Qualifications and Experience	Experience in working in a primary school is desirable. The successful candidate should have a good knowledge of IT and be able to communicate efficiently and confidently via email, telephone and face to face.
Personal Qualities	Successful candidates should be good team players, be flexible in their approach to work. They should be able to work on their own initiative and be vigilant to any health and safety issues.
AOB	Candidate must have a driving license and access to their own car.

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

# How to Apply

Applications for this role are via email to [sshaw@southygreen.sheffield.sch.uk](mailto:sshaw@southygreen.sheffield.sch.uk)

The closing date for applications is [REDACTED] and interviews will be held on [REDACTED]

## Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

### Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

**Please Note:** Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

**Policies:** Our approach to safeguarding and school safeguarding policies can be found on the Trust website:

<https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69>

## Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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