

Recruitment Pack

Premises Supervisor

Closing Date — 28th May 2025 @12.00 noon

Interviews — 2nd June 2025

Premises Supervisor

Salary: £31,067 to £33,366 (Actual current salary. Pay award pending)

Monday to Friday – 37 hours (Monday to Thursday 6am - 10.00am; Friday 6am - 9.30am; Monday to Friday 2.30 pm - 6.00pm. There could be some flexibility around the afternoon shift times, this being 3pm to 6.30pm)

An exciting opportunity has arisen for a Premises Supervisor to join Christ Church CE Academy in Deighton, Huddersfield, a part of Enhance Academy Trust. The successful candidate will be responsible for management of the school site and associated facilities. You will provide pro-active, effective, efficient and flexible support of premises management under an agreed system of supervision, including maintenance, compliance and co-ordination / oversight of contractors.

Here are some examples of the personal qualities and experience we are looking for:

- Knowledge and understanding of Health and Safety procedures including COSHH and other premises related compliance regulations
- Knowledge and understanding of Safeguarding in an Education setting and how this may relate to your role
- Proficient in the use of Microsoft Office, databases and web technology
- Experience of site keeping within a school setting or similar environment
- Excellent organisation skills and time management including ability to multi task and manage conflicting priorities
- Flexible approach to work and a strong work ethic

Why join Enhance Academy Trust?

As a Trust, we have developed a range of employee benefits. Here are just a few examples....

- Membership to the local Government Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing
- Wherever possible, PPA at home for teachers

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make a difference, we would welcome your application.

We only accept applications completed on the Enhance Academy Trust Application Form.

To apply for the post please visit the current vacancies section at <https://www.enhanceacad.org.uk/>

The closing date for receipt of applications is 12.00 noon on Wednesday 28th May 2025.

Interviews will be held on Monday 2nd June 2025.

If you would like further information about the role please contact:

Nikki Summers, Executive Head Teacher office@christchurch.enhanceacad.org.uk / 01484 226595.

To find out more about the Academy, please visit our website: www.christchurchcofeacademy.co.uk or look at X @CCAHD2

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. Online

checks will also be completed for shortlisted candidates. The Trust values the diversity of our workforce and welcomes applications from all.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply for this position.

Job Title	Premises Supervisor	Base	School Based
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Salary	NJC SCP 19 to 23	Contract	Full-time, whole year, permanent.
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Reporting to:	Headteacher / Business Manager
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Overall Purpose of the Post:

Support the Headteacher/School Business Manager/Trust Estates Manager by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school. Oversee external contractors working on site. This role may involve cross-site working to ensure efficient premises management, consistency in operations, and collaboration across all Trust locations.

Key Outcomes/Activities

TASKS

- Manage the premises function to ensure full compliance is met in line with the DfE's Good Estates Management practices.
- Support the management team, involved in planning, budget responsibilities
- To conduct daily/weekly/termly inspections to ensure the site is safe and all emerging site issues are dealt with efficiently and in a timely manner.
- Manage maintenance, security and facilities systems on school sites and premises
- Contribute to the planning, development and monitoring of premises services and supervision.
- Undertake regular security checks and advise on how security risks can be minimised.
- Manage fire safety equipment provision and scheduling of fire drills
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Oversee the activities of external contractors on-site
- Monitor contractor work and ensuring all visitors are inducted with safe working practices and safeguarding protocols
- Act as main keyholder and respond to emergency call outs ensuring the building is secure at all times
- Undertake basic building repairs and maintenance tasks
- Support the implementation of Trust sustainability initiatives by promoting eco-friendly practices, optimising energy use, reducing waste, and ensuring compliance with sustainability policies.

MAINTENANCE

- Support with service and pre-planned maintenance contracts.
- Manage routine maintenance, repair schedules and specialist repairs
- Supervise maintenance and cleaning contractors/teams and undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Ensure that heating and lighting systems are maintained and operated
- Provide emergency access to the school site
- Undertake specialist cleaning tasks
- Coordinate deliveries to the school site
- Assist in developing site maintenance plans, ensuring all sites are well-maintained and continually improved

- Monitor performance of service contractors and record performance against specified standards
- Support with budget monitoring and obtain quotations for repairs/maintenance and building activities as required

KEY ACTIVITIES – RESOURCES

- Support in the implementation and organisation of systems/procedures/policies
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
- Promote and ensure the health and safety of pupils, staff & visitors at all times

KEY ACTIVITIES – ORGANISATION

- Be responsible for ensuring the maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Supervision of lettings including premises, lettings and associated income, building and projects etc.
- Assist in developing Health & Safety risk assessments and ensuring the implementation and compliance with health and safety policies and procedures
- Liaise with outside contractors such as cleaning, catering and grounds maintenance
- Liaise between trust staff, line manager, Headteacher, support staff, and governors
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the headteacher or Trust staff

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- 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
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Assist in the preparation and specification for contracts for tender

Other duties commensurate with the grade of the post as directed by the Executive Head Teacher/Head of School.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

RESPONSIBILITY FOR RESOURCES
<p>Financial:</p> <p>As delegated by the Headteacher or Trust management, to oversee and support in the control of related premises and maintenance budgets.</p>
<p>Physical:</p> <p>Effective use of materials and resources</p>
<p>Customers and Clients:</p> <p>The post involves some direct impact on the wellbeing of pupils/staff through undertaking tasks or duties related to the post.</p>

WORKING CONDITIONS
<p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of equipment relating to the nature of the role.</p> <p>The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.</p>

CHARACTERISTICS OF THE POST
<p>The ability to regularly attend meetings as required by the Headteacher or Trust Estates Staff.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure</p>

PERSONAL SPECIFICATION

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE		
	Essential	Desirable
Qualifications/Training		
Educated to GCSE level or equivalent or appropriate experience	Y	
A recognised qualification or equivalent experience in one of the following areas: Asset and Building Management, Facilities Management, or Health and Safety		Y
Hold a Full UK Driving Licence	Y	
Knowledge		
Good Numeracy/ Literacy Skills communication skills, both verbal and written	Y	
Full working knowledge of relevant polices/codes of practice/legislation	Y	
Knowledge of health and safety procedures and precautions	Y	
Knowledge of COSHH regulations	Y	
Awareness of health and hygiene procedures	Y	
Managerial skills		Y
Knowledge of moving and handling procedures	Y	
Use of appropriate specialist equipment/resources	Y	
Experience		
Significant experience working in a relevant discipline i.e. Senior caretaking/site keeping experience in a school or similar environment		Y
Management/supervisory experience		Y
Effective use of ICT	Y	
Competencies and Other Skills		
Willingness to participate in development and training opportunities	Y	
Ability to prioritise workload	Y	
Ability to organise and manage own time, be self-motivated and a key team player	Y	
Ability to self-evaluate learning needs and actively seek learning opportunities	Y	
Ability to relate well to children and adults	Y	
Good communication skills, both verbal and written	Y	

Date completed: January 2025

Christ Church CE Academy

Christ Church CE Academy is located in the Deighton area of Huddersfield, West Yorkshire. We are a 1-Form Primary school with pupils from Nursery – Year 6. Our area serves a high level of deprivation and our pupils deserve the very best. ‘They only get one chance’.

Our vision, rooted in the words of Jesus (Matthew 19:14), “***Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these,***” is to provide a safe, happy and caring environment where all pupils are nurtured and valued within a Christian ethos.

To achieve our vision we:

- provide inspirational and enjoyable learning experiences through a curriculum that is broad, balanced and based on the needs of our children
- work hard to reach our full potential
- share each other’s success
- promote a sense of belonging to our school, local and Church community
- foster high self-esteem and nurture high aspirations
- ensure pupils become more confident independent learners
- provide a safe, warm and welcoming Christian environment within which everyone feels valued and respected
- develop spirituality, a moral ethos and an appreciation for Christian values
- enable everyone to grow and blossom into responsible and successful citizens through the firm Christian foundations we provide and an appreciation of national and global communities.

We are a strong team of proud pupils, parents, staff, governors, the Church and the local community.

Our Christian faith gives rise to our service to God and to the community. Our core principles are **friendship, forgiveness, hope, trust** and **courage**. These give rise to justice, wisdom and thankfulness.

We look forward to welcoming you to the CCA family.

Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of thirteen primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools.

The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. We have kept to this model whilst expanding and want to continue to follow similar principles in the future.

Our vision is to deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit www.enhanceacad.org.uk



PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, Christ Church CE Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION?

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from Christ Church CE Academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
 - claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – dpo@wntai.co.uk