



Caedmon Primary School

Site Supervisor

Recruitment Pack

January 2025

Part of the Steel River Academy Trust

STEEL RIVER
ACADEMY TRUST

WELCOME MESSAGE

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for a position at Caedmon Primary School which is part of the Steel River Academy Trust.

You will be joining an outstanding team, who are driven to ensure that our pupils achieve the highest possible standards.

As a school, we all work together. The ability to collaborate and be open to development is essential.

The school is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed, please refer to the enclosed information on Safer Recruitment.

During the application/selection process if you require special arrangements at any of the recruitment stages, please do not hesitate to contact the school.

Please ensure that you read all of the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents, as the application form is the only document we consider.

If this fantastic opportunity excites you, I look forward to your application.

Regards,

Mrs R Bergamino

Head of School

ADVERT

Position: Site Supervisor

Contract: Permanent

Required: Ideally for March/April 2025 or as soon as possible afterwards

Salary: NJC 9 -11 (£26409-£27269 pay award pending)

Hours: 37 Hours per week

The governors of Caedmon Primary School are seeking to appoint an excellent Site Manager for March/April 2025 or as soon as possible afterwards.

37 hours per week, 52 weeks per year with 29 days paid holiday entitlement rising to 34 days paid holiday with 5 years' service (taken during school holidays) plus bank holidays.

We are looking to appoint an experienced, enthusiastic, conscientious and self-motivated person who would like to provide a key role in maintaining our school site, to ensure a welcoming and safe environment for the whole school community.

Duties will include:

- Lock and unlock the school and carry out security checks on the building
- Carry out and record statutory checks and help maintain Health and Safety records
- Maintenance of property and grounds to a high standard, including liaising with contractors
- Monitor site stock and order supplies
- Carry out DIY above and beyond the scope of a competent DIY person, completing more specialist work as required.
- Willingness to attend training courses including Health and Safety

Our school can offer:

- a friendly, caring and supportive team;
- quality professional development opportunities in collaboration with other schools in the Trust
- well behaved, polite and enthusiastic pupils; and
- supportive parents and governors.

Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the person specification.

Previous experience not necessary as training will be provided. The successful candidate will be required to act as a key holder.

The hours of working are Monday to Thursday 7.30am – 10:30 am and 1:30pm – 6.00 pm and a Friday 7:30am-10:30am and 1:30pm -5:30pm. These hours are guides and could be negotiated.

Closing date: 12:00pm 7th February 2025

Shortlisting: 11th February 2025

Interviews: Friday 14th February 2025

Visits to the school are strongly encouraged. If you would like to visit the school then please call the school on (01642) 453187 to arrange a time.

Caedmon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and

Barring Service (DBS) check and completion of the childcare disqualification declaration form (Childcare Disqualifications Regulations 2018).

Please return all applications to -

By post: Caedmon Primary School, Attlee Road, Grangetown, Middlesbrough, TS6 7NA
or

By email: enquiries@caedmon.steelriver.org.uk

Tel: 01642 453187

PERSON SPECIFICATION

Please be aware that applications are assessed against the following criteria in the first instance.

1. Overall presentation
2. Use of standard English
3. Grammatical accuracy

If an application does not meet the expected standard, it will be discarded before being matched to the person specification.

ATTRIBUTES		E	D	Source
Qualifications	Ideally hold a recognised qualification associated with premises management.		X	A
	Recent CPD and / or update-training in health & safety related to a premises role.		X	A
	Good levels of Literacy and Numeracy	X		A, I
	Practical handyperson skills necessary to undertake general building maintenance, minor repairs and portering duties	X		A, R
	Qualified driver with clean license	X		A
Experience	Experience of working in a site supervisor role, ideally in a primary school or other educational setting.		X	A, R, I
	Risk Assessment experience.		X	A, R, I
	Significant experience or skills in a trade.	X		A, R, I
	Staff supervisory and / or management experience.		X	A, I
	Experience of working with contractors on site and supervising building works within schools.		X	A
	Experience and qualifications in PAT testing.		X	A
Skills, knowledge & understanding	The ability to understand and apply regulations such as health & safety, manual handling, CoSHH, Legionella, asbestos etc.	X		A, R, I
	The ability to operate and understand mechanical / electrical systems.	X		A, R, I
	Competent at basic / general building repairs and maintenance.	X		A, R, I
	Ability to use small industrial, electrical and mechanical equipment.	X		A, R, I
	Ability to perform the physical tasks required by the post including lifting, carrying and operating various items of equipment to undertake the duties of the post.	X		A, R, I
	Good communication, numeracy literacy and ICT skills.	X		A, I
	Sound planning, and negotiating skills.	X		A, R, I
	Ability to gather information, analyse data and problem-solve.	X		R, I
	Ability to manage own time effectively and demonstrate initiative including establishing priorities.	X		I
	Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.		X	A, R, I
	Display a conscientious, logical approach to the variety of tasks required for the smooth running of the school.		X	A, R, I
	Ability to adapt flexibly to changing and conflicting demands.		X	A, R, I
	Ability to work as part of a team or individually as required.		X	A, R
	Ability to demonstrate an understanding of children.		X	I
	Ability to contribute to the life of the school.	X		I
	Ability to adhere to the school's policies and procedures, most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	X		
Ability to comply with health & safety regulations to ensure that all duties are carried out safely.	X		I	
Codes				
E = Essential		D = Desirable		
A = Application Form		R = References		I = Interview

JOB DESCRIPTION

<p>Overall Purpose of the role</p>	<p>To work under the direct instruction of The Head Teacher, undertake general Caretaking duties including semi-skilled general maintenance and repairs (other than where it is necessary to employ skilled trades persons). Responsible for cleaners or other caretakers planning, training, allocation of work also including evaluation and appraisal of staff's work. Be responsible for small expenditure budget and play and a contributory roll in the budget setting process. Accounting for considerable amounts of cash or equivalent my also be required.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> • To ensure the general security of the school's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Trust and Governing Body. • To monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials • To carry out first line repairs and maintenance • Identify and report preventative maintenance and carry out specialist repairs/works of buildings/grounds/equipment. • To undertake general portage duties • To ensure that the premises are open for use as and when required in accordance with the specifications of the Trust/Governing Body and securing the premises after use. • To be responsible for supervising both Trust employees and outside agencies on site with regard to repairs and maintenance of the school building • To organise, evaluate and appraise work carried out by cleaners or other caretakers. • To inform the Leadership team and liaise with appropriate personnel of the Trust regarding inconsistencies after evaluating works carried out on the premises. • To be responsible for handling small amounts of cash for purchasing materials to carry out repairs.
<p>Security Access</p>	<ul style="list-style-type: none"> • To be named key holder for the school premises • Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises). • Regular checking of security devices/systems and setting of the alarm system where provided. • Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc. • Assist with fire drill practices (usually 1 per term) • Securing windows/doors after damages and ensuring that repairs are carried out in accordance with schools' policy, i.e. <ol style="list-style-type: none"> a) notify Police of malicious damage, obtaining a crime reference number; b) request repairs to be carried out. • Monitoring the school's 'Traffic Management' Guidelines • Requesting unknown persons on site to furnish proof of ID, further to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines). • Ensuring that protective clothing is worn and that safe methods are adopted, and that Health and Safety rules are adhered to. • To attend appropriate 'Health and Safety' training courses. • Ensure that areas involved with 'sickness' are cleaned and disinfected • Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position.

General Maintenance	<ul style="list-style-type: none"> • Carry out repairs and maintenance of a semi-skilled nature. • Reporting, via the Headteacher/SBM, any repairs and maintenance work required at the school which is beyond the competence of the care taking staff, and ensuring that if a works instruction if necessary to make repairs or effect maintenance work, that one is filled out and returned to the Education Department. • To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary. • Liaising with the school business manager for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc are available • Checking lamps/florescent tubes and replacing as necessary • Carrying out specific procedure in the event of fire, flood, accident or major damage • Ensuring that all cleaning equipment is in a safe and efficient working condition • Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy • Ensuring that windows are cleaned in accordance with the school's window cleaning contract and completing appropriate certification documents. • Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evening and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment or time back in lieu will be made.
Portage	<ul style="list-style-type: none"> • Moving furniture and equipment around the school premises, as requested • Taking delivery of grounds ordered by the school and storing if required.
Heating Systems	<ul style="list-style-type: none"> • Operating the heating system so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating system promptly to the relevant contractors and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school. • Carrying out frost procedures when necessary • Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition. • Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Headteacher/Governing Body
Grounds Maintenance	<ul style="list-style-type: none"> • Ensuring that all hard play areas and paths are clean and free from litter and excrement • Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish • Emptying outside litterbins and keeping areas around the school premises litter free • Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing. • To cut all grassed areas surrounding school. Maintenance of grass cutting machines.
Other Duties	<ul style="list-style-type: none"> • Duties in connection with cleaning safe storage of design technology, computer and electrical equipment • Carrying out any other duties, which may be reasonably allocated, from time to time, by the Headteacher or members of SLT, that are commensurate with the grade. • Put out toys for playtime and unlock swings. Relock after use. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies. • To adhere to the requirements set out in other policies/documentation such as Staff Code of Conduct and Staff handbook,

Staff Supervision	<ul style="list-style-type: none">• Organise, evaluate and appraise the work of staffs such as cleaners and other caretakers.
Responsibility for Finance	<ul style="list-style-type: none">• To be financially responsible for a visa card held in the Care Takers name, in order to purchase larger items of equipment and materials required by the school.• Ongoing responsibility for a small expenditure budget• Provide a contributory roll in the budget setting procedure.• Accounting for considerable amounts of cash or equivalent may be required.

SAFER RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All successful applicants will be required to declare spent and unspent convictions, cautions and bind-overs, excluding those defined as protected and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

Applications

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

References

- A minimum of two references will be sought, one of which must be from current or most recent employer.
- References for shortlisted candidates will be sent for immediately after shortlisting.
- The school has a standard template which is used for all references.
- The School does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

A standard template will be used for both requesting and providing references. This has been checked and verified by Human Resources.

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record.
- Performance history and conduct.

- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

SHORTLISTING

Before the closing date, a panel will be created that will include at least one governor. After the closing date, the panel will match your skills/experience against the person specification.

Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.

INTERVIEW

The shortlisting panel will then conduct the arranged interviews. This will always be a face-to-face professional interview.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate's suitability for the post, the panel should explore:

- the interviewees attitude towards children and young people
- the interviewees willingness and ability to support the School's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidates employment history
- any other concerns or discrepancies arising directly from the interview

The panel will then score the applicants on the interview activities. A decision will then be made with regard to the appointment(s).

If you are selected for interview, you **must** bring along one form of photographic ID to verify your identity.

SAFEGUARDING

Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.

'Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.'

Working Together to Safeguard Children DfE 2023

Caedmon Primary School pays full regard to the DfE guidance 'Working Together to Safeguard Children, 2023' and 'Keeping Children Safe in Education, September 2024'.

The school's Child Protection Policy applies to all adults, including volunteers.

Our Child Protection Policy has been written to ensure that all staff are fully informed about their responsibilities in relation to Child Protection, are aware of signs and symptoms which may suggest that a child is coming to harm, the various types of safeguarding issues that we may face as educators of children and who to speak to if they have a concern about a child or member of staff.