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**Moorlands**  
Learning Trust



**ILKLEY GRAMMAR SCHOOL**

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER  
PARTICULARS FOR  
THE POST OF:**

**SITE SUPERVISOR**

**SEPTEMBER 2024**

**Ilkley Grammar School**  
**Site Supervisor**  
Scale Pay Point 12 (Range 12-17)

**£1,000 per annum call out allowance**

***The pattern of hours will be 30 hours each week.***

***Week A: Tuesday, Thursday, Friday and Saturday 8.00am to 4.00pm with a 30-minute unpaid lunch.***

***Week B: Monday, Tuesday, Thursday and Friday 8.00am to 4.00pm with a 30-minute unpaid lunch.***

***Flexible working will be required at points in the year between the hours of 6.45am and 9.00pm; this will largely be Monday to Friday. This is required for occasional attendance at events out of school's hours e.g. school productions and open evenings***

Thank you for requesting details for the post of Site Supervisor. We are looking for a colleague to join our Site Team at this successful, oversubscribed comprehensive Academy. The successful applicant will have high expectations and an unwavering commitment to all staff, students and stakeholders.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and /or refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload. All staff have access to an Employee Assistance Programme, and we have an embedded schedule of extra-curricular, voluntary 'Wellbeing Wednesday' sessions for staff to access across the school year. The school closes earlier for students on Wednesdays to accommodate these sessions as well as to facilitate whole school and departmental staff development and training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working with young people to make a positive difference to their lives.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

### **How to Apply**

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: 8am Monday 2<sup>nd</sup> September 2024

Provisional interview is scheduled for w/c 9<sup>th</sup> September 2024

***Please be aware that we reserve the right to close early, and so early applications are encouraged.***

If you do not receive an invite to interview by Thursday 5<sup>th</sup> September, we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

Thank you again for your interest in our school.



Carly Purnell  
Headteacher

**PRIME OBJECTIVE OF THE POST**

To support the Site Manager and Assistant Manager in the provision of a safe working and learning environments for all students, staff and visitors to facilitate the delivery of core curricular, extended school and community participation programmes and objectives. To ensure a high standard of professional service from the Site Team.

### **RESPONSIBLE TO THE SITE MANAGER THE POST HOLDER WILL:**

- Support the overall ethos of the Academy, in all areas of contact and responsibility in relationships with staff and students
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate
- To be friendly, helpful and welcoming to parents and others visiting or making contact with the Academy
- Work cooperatively as part of the Site Team, covering absence, vacancies and supporting colleagues at times of heavy workload.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### **SPECIFIC RESPONSIBILITIES:**

- To supervise the site officers and support the Site Manager and Assistant Site Manager in carrying out various maintenance duties to ensure the general upkeep and maintenance of the premises is satisfactory and safe.
- Working collaboratively to ensure the efficient operation and monitoring of the cleaning and grounds maintenance contracted services.
- To monitor the issues raised to the site team and to ensure that they are responded to in a timely and professional manner at all times.
- Ensure that opportunities to let the site are maximised and that lettings customers receive a consistently very high level of service from the school.
- Deputising if needed to undertake the role of Fire Officer/Evacuation Co-ordinator for all emergency situations.
- Maintain excellent working relations with appropriate external agencies and Local Authority, ensuring the School can access support and guidance as and when required.
- Ensure Personal Protective Equipment is provided, in full working order and inspection records are retained accordingly.
- Respond appropriately to emergencies or urgent issues as they arise.
- Support the Site Manager with the development of the site maintenance and development plans.
- Lock and unlock Academy buildings and areas. Act as a registered key holder, providing emergency access to the Academy site. This may involve call outs when off duty or at out of hours times therefore a full Driving Licence is an essential requirement of the postholder.
- Monitor fire safety equipment ordering replacement or refills as required. Ensure health and safety signage is adequate and understandable.
- Operate and respond to alarm systems where appropriate.
- Monitor CCTV equipment where appropriate.
- Be responsible for the completion of testing/checks and the maintenance of records for fire, water and other safety checks including pool maintenance as required.
- Undertake appropriate repairs and maintenance duties to ensure the general upkeep and maintenance of the premises is satisfactory and safe, carrying out routine inspections as part of a preventative maintenance regime.
- To carry out decoration programmes and minor improvement works in accordance with experience and/or training.
- Perform health and safety checks on the minibus as required and drive the minibus on occasions as required by the school.
- Collect and assemble waste for collection ordering additional skips as required.
- Undertake duties such as graffiti removal, litter picking, deep cleaning in support of the Academy's cleaning function – carry out routine inspections of cleaning work.
- Coordinate deliveries to the Academy ensuring safe delivery to recipients. This will include transporting packages and furniture on the site vehicle.
- Liaise with contractors to ensure work is being carried out to acceptable standards and on time.
- Monitor energy consumption taking meter readings as and when required.
- Greet and manage the needs of visitors hiring the Academy premises.
- Provide first aid assistance to staff, students and visitors as and when necessary. First aid training will be provided, if qualification not already held.

## **Responsibilities**

- 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 an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

## **General Accountabilities**

- Be aware of the school's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school.
- Be aware of and comply with the code of conduct, regulations, and policies of the school.
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support school development.

## **VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Agreed by:**

**Post Holder:**

**Print name**.....

**Signature**.....

**Date:** .....

## Site Supervisor

Qualifications	Essential/Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English & Maths	E	Application form and selection process
<input type="checkbox"/> First Aid at work (or willingness to train to obtain qualification)	E	
<input type="checkbox"/> Full Driving Licence	E	
<input type="checkbox"/> Relevant Health & Safety qualification	D	
<input type="checkbox"/> An understanding of child protection	E	
Experience	Essential/Desirable E/D	How Identified
<input type="checkbox"/> Experience in plumbing. Other trades may be considered for an exceptional candidate	D	Application form
<input type="checkbox"/> Minimum of 1 year's experience in a site supervisory role	D	
<input type="checkbox"/> Handyperson experience	E	
<input type="checkbox"/> Experience of working within Health & Safety guidelines	E	
<input type="checkbox"/> Experience of a facilities/Site position within a school	E	
<input type="checkbox"/> Caretaking or site keeping experience	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Presenting yourself effectively	E	
Training	Essential/Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	D	
<input type="checkbox"/> Pool maintenance qualification	D	
Skills	Essential/Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the Academy works in partnership	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Creative in developing solutions	E	
<input type="checkbox"/> Proven capacity to work independently and in collaboration with others	E	
<input type="checkbox"/> Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance	E	
<input type="checkbox"/> Ability to work in collaboration with others	E	
<input type="checkbox"/> Tenacity, flexibility and the ability to work under pressure	E	
<input type="checkbox"/> Ability to respond to straightforward problems and unforeseen circumstances e.g. Hazards and accidents and understand when to escalate an issue to Line Manager	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of care and behaviour	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure	E	

<b>Professional Qualities</b>	<b>Essential/Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Team work/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective!	E	
<b>Equal Opportunities</b>	<b>Essential/Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Circumstances - Personal</b>	<b>Essential/Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).	E	
<b>Safeguarding</b>	<b>Essential/Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	