



Site Supervisor

Candidate Pack

2024



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Our School



Loatlands Primary School is situated in the town of Desborough and we pride ourselves on being part of the local community. Our school facilitates two-form entry from Reception to Year 6, in addition we can accommodate up to 39 children in either the morning or afternoon sessions at our attached Nursery. Our children are well behaved and enthusiastic learners, they enjoy coming to school

We have a modern, open and welcoming learning space. We have a large and colourful library, a hall space with an attached dance and drama studio, excellent outside learning areas for Reception children and plenty of green space including a trim trail and a conservation area where we offer Forest School sessions to all pupils throughout the school. Classrooms are fully equipped with interactive screens and our ICT provision includes laptops and iPads in mobile trolleys for use by all classes.

At Loatlands our dedicated team of staff and governors seek to work in partnership with families in order to nurture the whole child and develop the highest standards of education for all children. We believe passionately in creating a love of learning that will allow children to become enquiring learners in all areas of our exciting and enriching curriculum.

During our last Ofsted inspection in June 2016 we maintained our 'good' rating.

Vision & Values



Our Vision

At Loatlands Primary School we believe in the transformative power of education. Our school community is where we develop as well-rounded individuals, using our collective strengths to grow as a team. We believe that every member of our school community has the capacity to excel. This success will only be achieved through a commitment towards our shared values of respect, resilience and curiosity.

Our Values

Respect

- We are a caring and thoughtful school community. We understand the importance of showing kindness and politeness to others.
- We appreciate our differences and accept others for who they are. We celebrate our unique strengths and talents.
- We promote honesty, understanding that we are all responsible for our own actions.
- We act with integrity so that we can respectfully disagree and move forward together as a result

Resilience

- We show courage and positivity when working together to tackle new challenges. As learners, we know our own strengths and weaknesses, taking bold risks whilst learning.
- We seek feedback to help us grow. We learn from our mistakes, showing determination to succeed.
- We support each other so that we are happy, confident individuals. We are encouraged to make healthy choices so we feel good about ourselves.

Curiosity

- As a community, we ask questions about the world around us to challenge our thinking. We initiate our own ideas, exploring them creatively and taking pride in the outcomes.
- We are passionate learners who investigate and seek out answers.
- We make connections to our own experiences and collaborate with others.

Career development



We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

Apprenticeships-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

National Professional Qualifications (NPQ'S)-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.



**What our
staff
appreciate
“ most
”**

**Feeling welcomed and
appreciated**

**The kindness of the staff and
the safe environment**

**The emphasis on the
importance of wellbeing**

**Pulling together when
things get tough**

**Support and
opportunities provided
by the Trust**

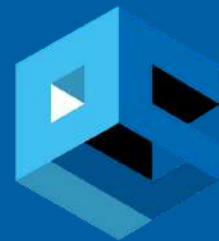
**The 'family' feel of the
school**

**The actual job itself
is lovely**

**The children's
behaviour**

The children first ethos

Being part of Pathfinder Schools

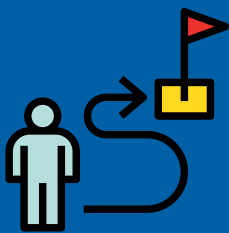


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



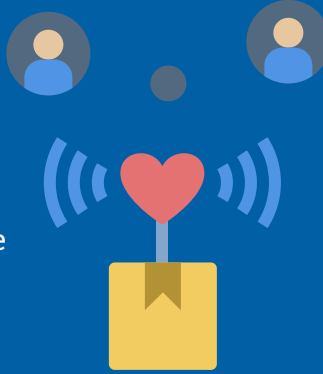
Together we want to develop inspirational schools which instil **Aspiration, Responsibility and Courage** in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration



We aim high

Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

Responsibility



We play our part

We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.

Site Supervisor



Advert

Contract type

- Permanent
- Part-time
- 20 hours per week
- 7:30am - 11:30am negotiable for the appropriate candidate

Salary

- Grade E Points 4-5
- £23,114 - £23,500 per annum pro rata

Interviews-w/c

- To be confirmed

Start date

- As soon as possible

How to apply

To apply, please complete a Pathfinder Schools teacher application form, which can be downloaded from the vacancies page of the website:

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to:
recruitment@pfschools.org.uk

Loatlands Primary School is situated in the town of Desborough. We currently have 444 children on roll across the school and nursery. Our children are well-behaved and enthusiastic learners, they enjoy coming to school and there is a supportive and forward-thinking staff team.

We currently have a vacancy for a Site Supervisor to create and maintain a safe learning environment for our staff, pupils and visitors.

The Site Supervisor is responsible for monitoring and maintaining the school site in accordance with the school's operating policies & procedures, including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes H&S, security, cleaning, portorage, routine maintenance, refurbishment and minor repairs.

The successful candidate will have excellent organisational and technical skills, with the ability to effectively problem-solve and support the operation of the school.

You will have:

- An understanding of Health and Safety Regulations and how they apply in a school environment
- Experience of carrying out maintenance work, within the reasonable capacity of a normal handy person
- The ability to undertake a range of caretaking and cleaning duties
- The ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Be able to demonstrate good interpersonal skills and communicate with a range of people.

Loatlands Primary School is committed to safeguarding and promoting the welfare of children. In line with safer recruitment practice, an enhanced DBS check is required for the successful applicant and references will be requested for short-listed applicants prior to interview.

Loatlands Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address :
<https://loatlandsprimary.net/information/school-statutory-information>

For any queries about the post, please contact the Business Manager, Mrs Gillian Seakens on 01536 903713 or email bursar@loatlands.northants-ecl.go.uk

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage, we believe that when people feel respected and included, they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

Site Supervisor

Job Description



Responsible to: School Business Manager

Purpose of the role: To monitor and maintain the school site in accordance with the school's operating policies and procedures, including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes health and safety, security, cleanliness, portering, routine maintenance, refurbishment and minor repairs.

Main responsibilities:

- To undertake a programme of general maintenance, ensuring that the school is maintained in a safe and state of good repair on a cost-effective basis.
- To undertake minor repairs and maintenance on an 'as and when necessary basis' e.g. changing plugs, replacing light bulbs, repairing door handles, to enable the school to be maintained in a state of good repair, is a safe environment and lessons and other activities to proceed with minimum disruption.
- To ensure that all statutory testing is completed and recorded, in line with best practice and legal requirements, ensuring that all documentation is recorded on the school Health and Safety e-portal. To ensure that any areas of non-compliance are reported to the Headteacher and resolved.
- To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.
- Lock school doors and gates and set alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To undertake routine cleaning of designated areas, specifically the school offices, staff areas and halls. To support with reactive cleaning as a result of spillages and other accidents, to ensure that the school is clean, safe, healthy and comfortable place for pupils/students, staff and other users to work in or use.
- To ensure that the cleaning work undertaken by the school cleaning team is of a consistently high standard.
- Ensure that the fire alarms are in working order at all times and report deficiencies.
- To undertake deep cleaning and maintenance works during school closures (e.g. high level cleaning, cleaning walls, painting) ensuring that the school is clean, safe, healthy and comfortable for students, staff and other users to use.

- To comply with Health & Safety legislation, school policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any 'breaches' of safety regulations/policies or other safety concerns noticed to the Headteacher to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.
- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption and to avoid cancellations.
- To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.
- To assist with the distribution of deliveries of orders to ensure that supplies and equipment required by students and teachers and other staff are available when needed.
- To 'lay out' the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.
- To ensure safe disposal of all waste materials, equipment and furniture beyond repair
- Subject to reasonable access, ensure all gullies, gutters, rainwater pipes and drainage are clear and free running
- Ensure that all contractors that enter the site have read and signed the asbestos register before any work is undertaken.
- To ensure the asbestos register is kept up to date at all times.
- To be responsible for the implementation and review of the school fire risk assessment, and fire log.
- To be responsible for COSHH records
- To ensure that all emergency exits are in good working order and free from obstructions
- To monitor the stock and resources required for maintaining the school site, to order and make requests for equipment and consumables in line with school financial procedures, ensuring a consistent supply.

Special Factors:

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Pathfinder Schools is seeking to promote the employment of individuals with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Site Supervisor



Person Specification

AF = Application Form | = Interview

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Qualifications and Experience	<ul style="list-style-type: none"> • Experience or skills in a trade • The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc. • The ability to operate and understand electrical/mechanical systems • Competent at basic building repairs and maintenance • To be able to use small industrial, electrical and mechanical equipment 	AF/I AF/I AF/I AF/I AF/I	<ul style="list-style-type: none"> • Hold recognised training/qualifications associated with premises management • Risk Assessment experience/qualification • Staff management experience • Experience in a caretaking role • Experience of working in an educational setting 	AF AF AF AF/I AF/I AF/I
Skills and Ability	<ul style="list-style-type: none"> • Good communication skills • Good numeracy and literacy skills • Able to use Microsoft Office confidently • Sound planning and negotiating skills • Ability to gather information problem solve and prioritise • Ability to manage own time effectively and demonstrate initiative including establishing priorities • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school • Ability to adapt to changing and conflicting demands • Ability to be flexible and work as part of a team or individually as required • Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I	<ul style="list-style-type: none"> • Proven skills within a recognised maintenance trade i.e. Electrician or Carpenter. 	AF

Site Supervisor



Person Specification

AF = Application Form | = Interview

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Knowledge	<ul style="list-style-type: none"> • General knowledge of building cleaning and maintenance procedures • Understanding of Health & Safety issues which would lead to a requirement to have knowledge of relevant legislation. 	<p>AF/I</p> <p>AF/I</p>		
Attributes	<ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Empathy with children and young people. • Calm and professional manner. • Attention to detail 	<p>AF/I</p> <p> </p> <p> </p> <p> </p>		
General Circumstances	<ul style="list-style-type: none"> • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	AF/I		
Factors not already covered	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 			

Contact us



1 Visit us Loatlands Primary
School,
Harrington Road
Desborough
NN14 2NJ

2 Call us 01536 903713

3 Email us parents@loatlands.pfschools.org.uk

4 Visit our website <https://loatlandsprimary.net/>

5 Watch our video <https://loatlandsprimary.net/school-video>

6 Follow us [@loatlandspri](https://twitter.com/loatlandspri) 

