



Site Supervisor

Application Pack

Start Date: February/March 2025



Welcome from the Headteacher

Thank you for your interest in the position of Site Supervisor at Team Millfield. This is an exciting opportunity to join a dynamic team of staff who are focused on providing the best outcomes for our students. The Governors and I are looking for a highly-motivated Site Supervisor who is driven, determined and passionate to provide the best environment possible for our staff, students and stakeholders as we take Millfield on the next step of our journey to being exceptional.



We are a small, family school with around 880 students on roll. Millfield is the school of choice for our area and we have been vastly oversubscribed for many years. Our parents recommend us to other parents. We have high expectations, high ambition and behaviour is outstanding; there is a real belief in the Team Millfield ethos. I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success.

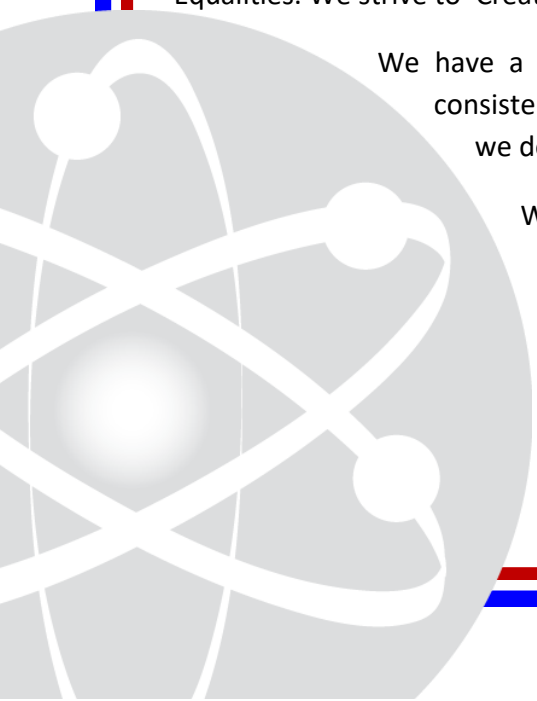
I have worked at Millfield since 2009 and was incredibly proud to have been appointed as Headteacher in September 2018. As a team, we have fostered a culture of continuous reflection and improvement; embracing the ethos "if we create a culture where every teacher believes they need to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve." Staff morale at Millfield is high and our team are proud to work at our school.

In July 2022, Ofsted confirmed that we are a 'good' school and our report shows that we are on the cusp of 'outstanding'. The school has been on a journey of improvement: we introduced a new curriculum model and options process in September 2020 and our results have been on an upward trajectory. We are quickly becoming a trail-blazing, beacon school and have been recognised with numerous awards: careers; attendance; behaviour 'gold' mark; CPLD and Equalities. We strive to 'Create Bright Futures' for all our students.

We have a fantastic team ethos; staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have one clear priority:

- Teaching and Learning: Consistent high-quality teaching across the school, ensuring exceptional progress and outcomes for all students.



We can offer you:

- A commitment to staff development in terms of high-quality award-winning CPL;
- Supportive line management and appraisal;
- A supportive SLT committed to staff wellbeing and reducing workload;
- A wellbeing package;
- An Induction Programme;
- Being part of an outward-facing school;
- Recognition and retention of excellent staff through internal promotion;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, clerical staff, site staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who enjoy coming to school, learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students and
- The opportunity to be part of the successful 'Team Millfield' as we move the school to outstanding.

If you have the skills, drive and enthusiasm to complement the Millfield vision and be part of our success, then I look forward to receiving your application.

Mrs Nicola Regan
Headteacher

N. Regan



Welcome from the Governing Body

Dear Colleague,

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this position that you have applied for. This is an exciting opportunity and the successful applicant will be joining a happy, successful and welcoming school.

The Governing Body is seeking to appoint a Site Supervisor who can contribute to the continued success of the school.

Millfield is at a significant stage in its development as we are on a journey to 'outstanding'.

The school has had fantastic success over the last few years, including being in the top 10% of schools nationally for attendance and in our recent Ofsted inspection in July 2022. The governors have a very simple wish for the school and that is to provide an environment that allows all students to become the very best that they can be. The majority of the governors are recruited from our parents and we all have a keen and vested interest in providing the advice and support to help the school in its strategic vision.

We wish you every success with your application, and we look forward to working with you over the coming years.

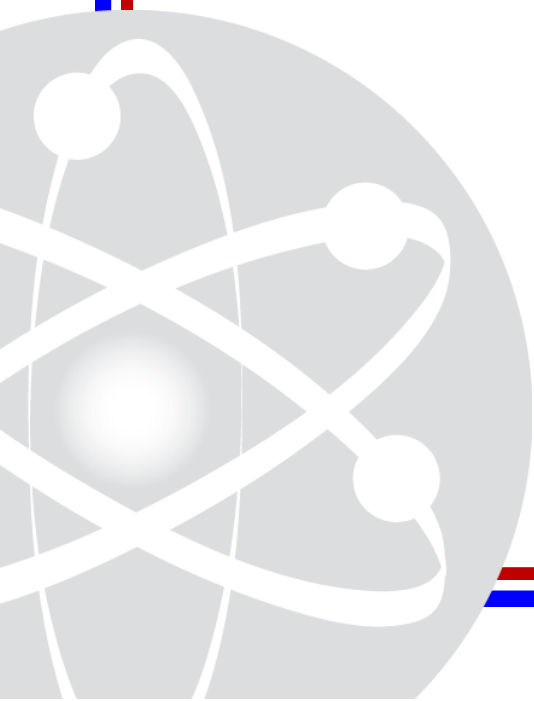


Yours faithfully,

A handwritten signature in black ink, appearing to read 'David Slack'.

Mr David Slack

Chair of Governors



Welcome from the Students

Dear Applicant,

Welcome to Team Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, and we enjoy coming to school. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to young adults in Year 11, ready for the world.

During our time at Millfield, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy and Paris, to our wonderful clubs, such as dance, debating society, art and the many sports and extracurricular activities. Our school has so much to offer! The Year 11s who leave Millfield and go on to the next stage of their educational journey always miss these fantastic opportunities. Our teachers care about all students' life chances and it is vital, from a teacher's perspective, for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a staff member who is ambitious, strict and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at on the corridor. We hope that you will be joining us here at Millfield and become part of our exceptional team.

Yours faithfully,

The Senior Student Team



Staff Testimonials

"In 2018, I began my teacher training through a school's direct course and I was lucky enough to complete half of my training year at Millfield. Half way through my training year when I saw a post advertised, I applied without a second thought because I wanted to work with like-minded people to drive education forward.

After a year of working as a teacher of Performing Arts, I was appointed as Head of Dance. Working at Millfield has enabled me to work in an environment where students are given the opportunity to thrive emotionally, socially and academically. There is nothing more rewarding than witnessing and supporting students in their development.

I am now in my third year of employment with Millfield; they have been extremely supportive and have offered me an abundance of opportunities to continue my professional development. I have felt like a valued member of 'Team Millfield' since day one. I know that Millfield will support me for the remainder of my career. I know they will continue to push me to be the best teacher I can be."

Alice Kilmartin, Head of Dance.



"In 2015, I gained the position of Senior Science Technician at Team Millfield. During my first 12 months I had the opportunity to work with a committed and supportive science department, as well as the wider school. I was provided with an opportunity to gain teaching experience in the following years, with the view to undertaking the Assessment Only route into teaching. Over the years, I was given guidance, advice and training in all aspects of teaching and learning, allowing me to successfully complete the course and gain QTS.

Through the support I have received from the fantastic team at Millfield and continued CPL opportunities, I was fortunate to be appointed for the position of Head of Transition & Aspirations. I have seen my professional development progress considerably over the years and look forward to seeing what the future holds for my career at Millfield."

David Booth, Second in Science.



"I joined Team Millfield in September 2022, and it has been the best decision of my career. Since the day of my interview, when I was taken on a tour of the school by the Head Boy, who spoke about Millfield with such pride and enthusiasm, I have been excited to start and join such a wonderful and collaborative team.

Throughout my first half-term of working at Millfield, the staff have been supportive and welcoming, helping me to settle and adjust to new procedures and processes. There have been regular CPL sessions with a thorough CPL programme to ensure all staff continue developing, as well as a supportive SLT who have already let me enrol on different courses to ensure I continue developing as a teacher.

As for the students, it is refreshing to be in a school where there are high expectations and a focus on consistency, allowing teaching staff to focus on teaching and ensuring all students are making progress. The students want to learn, and it has been a rewarding experience to see such progress being made within the first half-term, with students being enthusiastic about learning languages. The addition of Spanish has also generated a buzz within the department and students alike. Already I feel like a valued member of staff, and I look forward to continuing to learn and develop my career here at Team Millfield."

Christopher Hardy, Second in Modern Foreign Languages.



Staff Testimonials



"In 2009, I was placed at Millfield as part of my PGCE course through the University of Cumbria. Fortuitously, a vacancy within the English department was advertised during this time and I was lucky enough to secure a permanent post. In the years since then, I have worked as a teacher in the English department, been promoted to third in English, Pupil Premium Coordinator, Lead Practitioner, Head of English and now, 15 years later, I'm the Assistant Head teacher in charge of Teaching & Learning.

As you can see, Millfield creates opportunities for its staff. This is testament to the Headteacher and SLT who listen carefully when you talk about your expectations for professional development and, in turn, create opportunities to help and support you along your chosen career pathway.

You may have read, or heard of, the expression 'Team Millfield', it's not a cliché, it's not a sales pitch and it's not merely a motto for the children to adhere to. It's at the heart of everybody who works and learns here. All the fantastic staff go above and beyond to support one another, learn from one another and share best practice with one another and it genuinely is a wonderfully enriching learning environment to be in."

Hannah Morton, Assistant Headteacher for Teaching & Learning

"I started at Millfield as Deputy Headteacher in September 2019, after having worked in other schools for 18 years. I remember visiting the school for the first time in February 2019, prior to applying for my current role, and I was truly amazed. I was greeted by a very passionate and enthusiastic Headteacher who clearly has an exceptional vision for her school and wants the absolute best for her colleagues and students – I just had to apply!

I thoroughly enjoy working at such an exceptional school where everyone feels valued and the students are really keen and eager to learn. I am really excited about the future of our school and what we will all achieve together - it is such a privilege to be part of Team Millfield!"

Bill Humphreys, Deputy Headteacher



"I first experienced teaching at Millfield through a placement in my training year and was immediately impressed by the ambition and drive of the school. I was lucky enough to secure a job here starting in September 2021 and have enjoyed every second since.

As an ECT (Early Career Teacher) at Millfield, I have a dedicated mentor as part of my induction programme who offers me one to one support. I also benefit from a reduced timetable and access to regular CPD opportunities to allow me to develop my practice.

A real highlight of the job so far has been taking on the role of a Year 7 form tutor, getting to know the students well and helping to guide them through their first year here at Millfield. I could not recommend the school more highly, and hope that you are successful in your application to join 'Team Millfield'."

Tom Yeoman, History Teacher

Job Description

Site Supervisor

Are you our new Site Supervisor?

We are seeking to appoint an enthusiastic, dedicated and motivated Site Supervisor to join our team.

This is a fantastic opportunity to take on an important role in providing the very best to enhance the learning environment for our students, staff and visitors.

We are looking for:

A team player with high levels of emotional intelligence and a good sense of humour;

A pro-active individual who is quick thinking and able to problem solve;

Someone who is well organised and able to manage contractors and staff;

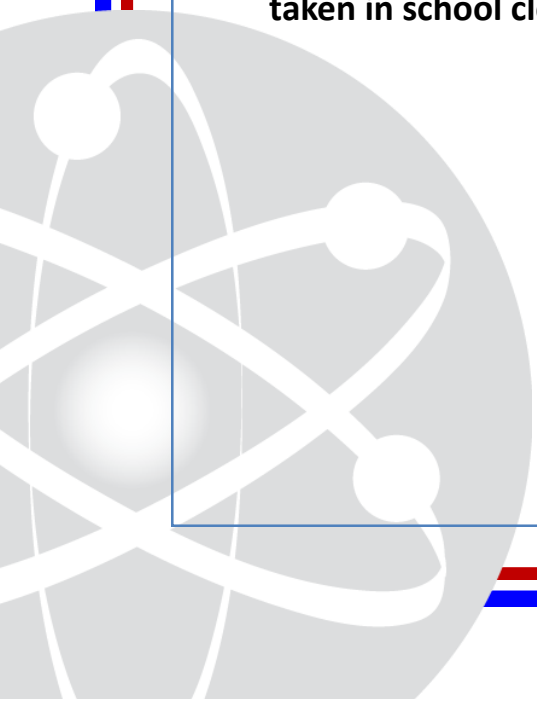
Someone who is physically fit and able to move furniture and set up spaces for assemblies and exams etc.

Salary

Grade 5 pts 6-11 £25,183—£27,269

37 hours a week, full year (Additional overtime as required)

26 days annual leave rising to 32 days after 5 years service (Holidays to be taken in school closure periods)



Grade Profile – Site Supervisor (Grade 5)

POST TITLE:	Site Supervisor 3
GRADE:	Grade 5
CAR USER:	Casual
LOCATION:	Millfield Science and PA College
RESPONSIBLE TO:	Business Manager
STAFF RESPONSIBLE FOR:	Cleaning Staff
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Acting with limited supervision, the postholder will manage and organise the work of the cleaning team.</p> <p>The postholder will identify and prioritise maintenance programmes ensuring all compliance servicing and remedial works are carried out in a timely manner.</p> <p>Other responsibilities include supervising contractors on site and carrying out a thorough contractor induction process.</p> <p>The post holder will be required to set up the hall and sports hall for assemblies, exams and other school events.</p>	
MAIN ACTIVITIES	<p>What the Postholder will actually do</p> <p>What prescribed duties the postholder will have</p>
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts</p> <ul style="list-style-type: none"> - Security & Supervision - To organise and manage the work of the cleaning team. - Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). Please note we have an out of hours security company who act as first key holder. - Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. - In liaison with the Headteacher/Business Manager, dealing with enquiries from officers and employees of LCC, workers and contractors - Monitoring and ensuring the cleanliness of the School premises and furnishings 	

Caretaking and Maintenance

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To arrange for first line repairs and maintenance which are not beyond the competence of the staff concerned:-
 - basic plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
 - redecoration as appropriate;
 - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
- Drawing up, or assisting in the drawing up of specifications, for minor work to be undertaken by contractors in accordance with existing arrangements.
- Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing arrangements.
- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the cleaning staff.
- Making arrangements for window cleaning by the caretaking staff, compliant with Work at Height Regulations.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertake cleaning as necessary, including closure cleaning

Health & Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the School.
- Monitoring the appropriate Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School.

Other Duties

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting in the recruitment, selection, induction and appraisal of caretaking and cleaning staff and the allocation of duties and hours of work;
- Planning own work and that of cleaning staff. Issues relating to supervision/management of staff
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff
- Verifying claims for cleaning staff, caretaking and making out forms for the requisition of stores and repairs
- Maintenance of Inventory of/in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- Undertaking appropriate training
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Undertaking banking of cash where required, subject to risk assessment.
- To monitor energy consumption, and set up effective systems for recycling school waste.

General

- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Note:	In addition, other duties at the same responsibility level may be inter-changed with/added to this list at any time.
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Person specification form

Post title: Site Supervisor 3	Grade: Grade 5	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ Level 2 qualification in Caretaking (or equivalent)	E	AF
NVQ Level 3 qualification in Caretaking (or equivalent)	D	AF
Full driving licence with category (at School's discretion)	D	AF
Experience		
Experience of undertaking a caretaker or site supervisory function	E	AF/I
Experience of supervising staff	E	AF/I
Experience of organising maintenance programmes	D	AF/I
Experience of planning and programming work	D	AF/I
Experience of testing portable electrical equipment	E	AF/I
Experience of budget management	D	AF/I
Experience of working within a school	D	AF/I
Practical experience of monitoring contract arrangements	D	AF/I
Knowledge, skills and abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard	E	AF/I
Ability to manage, train and develop staff	E	AF/I
Ability to resolve conflict	E	AF/I
Ability to develop effective working relationships	E	AF/I
Attention to detail skills	E	AF/I
Ability to work as part of a team	E	AF/I
Good oral and written communication skills	E	AF/I

Flexible attitude to work	E	AF/I
Ability to work in an organised and methodical way	E	AF/I
Excellent time management skills	E	AF/I
Knowledge of Health & Safety guidelines	E	AF/I
Knowledge of CoSHH guidelines	E	AF/I
Knowledge of Recruitment & Selection procedures	D	AF/I
Good numeracy skills	E	AF/I
Basic DIY, maintenance and repair skills	E	AF/I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	AF/I
IT skills	D	AF/I
Good interpersonal skills	E	AF/I
Positive approach to customer care and service delivery	E	AF/I
Commitment to undertaking relevant training and development	E	AF/I
First aid certificate	D	AF/I
Other (including special requirements)		
• Commitment to safeguarding and protecting the welfare of children and young people	E	I
• Commitment to equality and diversity	E	I
• Commitment to health and safety	E	I
• Ability to drive the school minibus (category D1 on licence) and willingness to undertake MIDAS training course	D	AF/I
• Willingness to work outside of contracted hours (e.g. Progress evenings, lettings)	E	AF/I
• Willingness to respond to emergency callouts (rarely due to keyholder arrangements in place)	E	AF/I
• Satisfactory attendance record/commitment to regular attendance at work	E	AF/I

Note: We will always consider your references before confirming a job offer in writing.

How to Apply

How to apply

To find out more about Millfield, please visit our school website www.millfield.lancs.sch.uk. All job details and an application form are available to view and download from the school website under the vacancies section, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs Mountford at dmountford@millfield.lancs.sch.uk

The Lancashire Application Form must also be fully completed, ensuring there are no gaps in your career history. In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance.

Closing date for applications: extended to 9am Friday 10th January 2025

Interview: TBC

Please email applications FAO Mrs Mountford, School Business Manager, to dmountford@millfield.lancs.sch.uk

For an informal chat about the job or to arrange a visit please also contact Mrs Mountford

Child Protection and Safeguarding

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

GDPR and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of the recruitment process, the school collects and processes personal data relating to job applicants. Please see privacy statements and GDPR policy on our school website for further information

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Site Department Structure



Headteacher

Business Manager

Site Supervisors

Cleaning Staff



OFSTED:

"Staff morale is high."

"Students are well prepared for the next stage of their education."

"Relationships between staff and students are positive."

"Teachers use questioning effectively to target pupils of different abilities and to probe and deepen students' understanding."

"You provide a strong vision and have developed a sense of teamwork among staff and students."

"My children are supported in their learning and are encouraged to reach their full potential."

"The curriculum is well-matched to the aspirations and interests of students, and they are increasingly successful as a result."

"Your ongoing focus on raising aspirations has ensured that students' outcomes have continued to improve."

"Students say that they feel safe and well looked after in school."

"Students are polite, courteous and welcoming."

"Students behave well in lessons, at breaktimes and around the school."

"Students enjoy coming to school."



MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE

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