

Rothwell Schools

SITE SUPERVISOR

**CANDIDATE PACK
NOVEMBER 2022**





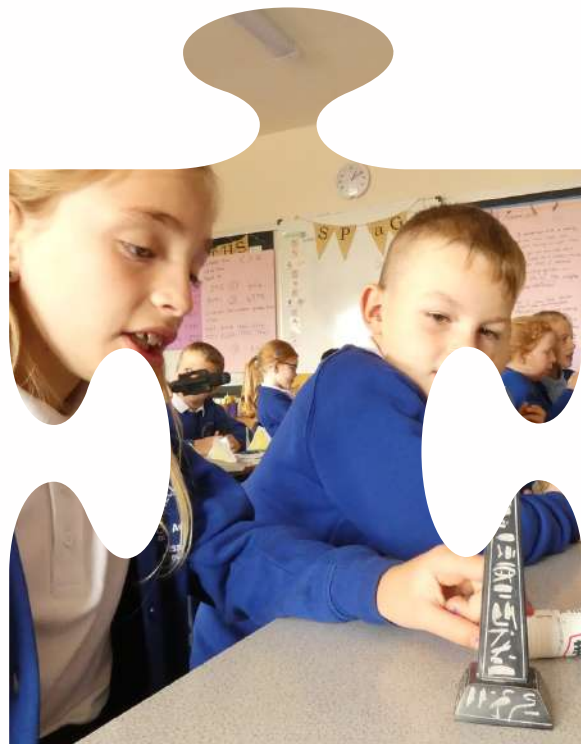
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“

No matter what happens the teachers are always here to help

”



ABOUT US

The Rothwell Schools are comprised of a partnership between the Rothwell Victoria Infant School Nursery & Infant School and Rothwell Junior School, of which both are good schools. (OFSTED July 2021, RVIS and January 2019, RJS)

The Rothwell Schools are located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire.

Northamptonshire was recently placed as third in the country in the Halifax Quality of Life Survey and is one of the greenest counties in England; with 161 parks covering 1,600 acres.

The Rothwell Schools are part of Pathfinder Schools Multi-Academy Trust and collaborates closely with the Trust Central Team and it's eight other schools.

We are extremely proud of our school community, our ethos, tradition and the outstanding educational provision we provide.

We are fortunate to support the learning of nearly 700 pupils from our vibrant local community.

We employ close to 100 staff, including Teachers, Leaders and Support Staff who enable our school communities and pupils to thrive.

“

It's like learning is a power-up that helps you be stronger

”

“

The kindness in the adults and children

We all care about each other.

”

OUR AIMS

At Rothwell Schools we are concerned with the **care** and **growth** of **every child**. Our work is aimed directly at **fostering** the **development** of each child **emotionally, intellectually, morally, physically, socially** and **spiritually**, providing the appropriate **learning** situations to achieve this. We **share** an agreed code of **values**, based on a firm belief that we are all **significant individuals**, with **major contributions** to make towards the life of our school.

Everyone at Rothwell Schools has their own aspirations and abilities, and through the provision of an ordered, caring and happy community, we strive to help everyone reach their full potential.



Our aims are:-

- To encourage the children to value themselves and others within the school.
- To provide a caring community in which all individuals can interact with each other recognising and accepting individual differences with tolerance, and ensuring equality of opportunity for all.
- To create a meaningful, stimulating and safe environment, which provides security and stability for everyone within the school community.
- To provide within the framework of National Curriculum requirements, a broad, balanced and creative curriculum, which will develop learning skills and promote understanding and enquiry, so enabling each child to achieve their full potential. Wherever possible we would try to achieve this through first hand experiences.
- To promote opportunities for children to express themselves creatively and imaginatively with confidence.
- To encourage and motivate children to take increasing responsibility for their own learning and to make informed choices through self-discipline and co-operation.
- To promote in our children, a positive and responsible attitude towards wider community and environmental issues and their own role in society.



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



Colleagues

The children who work hard all the time and give everything.

I feel able to approach Senior leaders about any concerns

The opportunity to grow and ask questions to professionally develop.

The colleagues I work with, the children in my class.

Support of my peers

I love my job - making a difference to the children - and it has the added bonus of fitting around my family life

Compassion & openness

People are helpful, good work-life balance encouraged

Supportive SLT

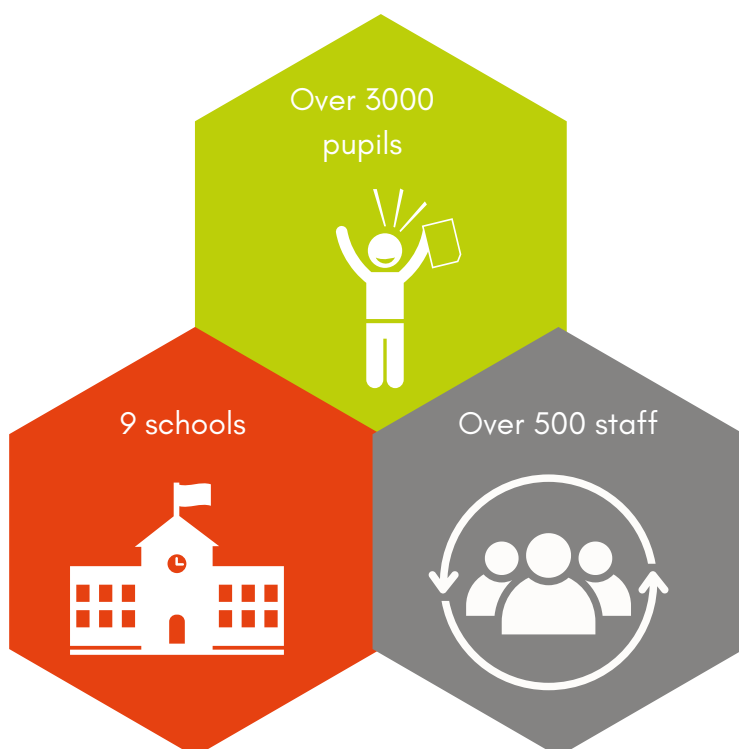
Amazing support staff



Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.

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.



"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"

Ann Davey-CEO-Pathfinder Schools

OUR PURPOSE

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.

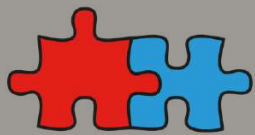
OUR VISION

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

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.

Site Supervisor



Rothwell Schools

Contract type - Permanent

Full Time

Salary - Grade E Points 4 - 5

£21,189 - £21,575 per annum

Closing date - Friday 6th January
2023 16:00

Interviews - To be confirmed

Start date - As soon as possible

How to apply

To apply, please complete a Pathfinder Schools support staff 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

Advert

Are you looking for an exciting new opportunity? This could be the role for you!

We are looking for a site supervisor to join our team at the Rothwell Schools, working in partnership across Rothwell Victoria Infant and Rothwell Junior Schools to ensure the smooth running and maintenance of the school sites.

We are looking for a site supervisor who can:

- Ensure all internal and external areas of the premises are clean, well maintained and secure.
- Carry out semi-skilled building repairs and maintenance tasks
- Schedule and monitor contractors on site
- Take a leading role in the maintenance of all health and safety records

We can offer you the following:

- Dedicated staff
- A driven and determined SLT
- Loyal Governors
- A chance to work as part of our self-created Multi Academy Trust: Pathfinder Schools

The Rothwell Schools comprise Rothwell Victoria Infant School and Rothwell Junior School of which both are good schools (OFSTED July 2016, RVIS and January 2019, RJS) which are part of the Pathfinder Schools Academy Trust. We are based in the north of the county in the market town of Rothwell, which has seen significant growth over the last few years.

The Governing Body of Rothwell Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical and enhanced DBS checks. All shortlisted candidates will now be required to complete a staff disqualification declaration as part of our safeguarding checks.

Advert cont.

For any queries or to discuss the post in more detail, please email Michelle Johnston at bursar@rothwell.pfschools.org.uk for a discussion about the post.

Rothwell Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address :

<https://www.rothwellschools.org.uk/files/92/Statutory-Documents/580/Rothwell-Schools-Safeguarding---Child-Protection-Policy-2022-23.pdf>

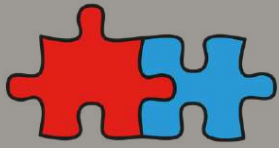
Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can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

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.

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.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, 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



Rothwell Schools

Job Description

Responsible to: School Business Manager

Overall purpose of the post:

To monitor and maintain the school site, working alongside the Site Supervisors 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, portage, 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, 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 is of a consistently high standard and ensuring responsibility for the day-to-day line management of the cleaning team.
- 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. floor polishing, 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 users 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.
- To be on call out of hours in the event of a security or fire alarm is triggered.

Special Factors:

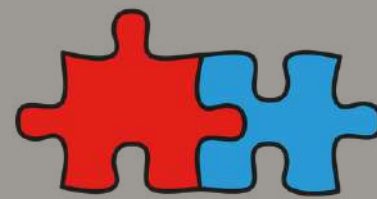
- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined 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



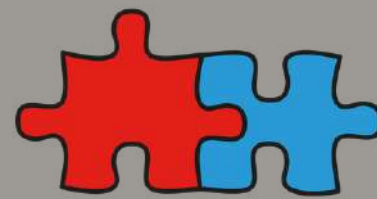
Rothwell Schools

AF = Application Form I=Interview

Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Qualifications			
Good standard of education. Ability to read and carry out instructions	AF/I	Qualifications in numeracy and literacy	AF
Experience/Skills			
The ability to work as part of a team	AF/I	Experience of working with people	AF
Willingness to be part of the on call rota	I	Experience in a similar setting	AF
Ability to make sound decisions in an emergency	I	Experience of dealing with emergency situations	I
Being able to work on his/her own initiative	I	Previous grounds maintenance work	AF
Ability to undertake physical work	AF/I	Training in general repairs	AF
Ability to undertake general repairs	AF/I	First Aid Trained	AF
Willingness to undertake training – particularly First Aid	AF	Health & Safety training	AF
Ability to work without supervision	AF/I	COSHH training	AF
Understanding of health & safety policies and procedures	I	A clean driving licence with access to a vehicle	AF/I
Possess a passion for high standards in all tasks	I		
Must be self-motivated	AF		
Confident with the use of IT	I		

Site Supervisor

Person Specification



Rothwell Schools

AF = Application Form I=Interview

Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Written Application			
A well-constructed legible application	AF		
Communication			
An ability to communicate effectively	AF/I		
Relationships			
An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students	AF/I		
Equal Opportunities			
A commitment to equal opportunities	AF/I	Examples of good practice from their own experience.	
Health & Appearance			
Evidence of good attendance and punctuality record	AF		
A willingness to wear college uniform	I		
Criminal Record Check			
Willingness to undertake a Disclosure and Barring Check	I		



Contact us

<https://www.rothwellschools.org.uk/>

Rothwell Junior School:

Gladstone St,

Rothwell,

Northamptonshire,

NN14 6ER

Phone 01536 906699

Email-parents.rjs@rothwellschools.org.uk

Rothwell Victoria Infant School & Nursery:

School Lane,

Rothwell,

Northamptonshire,

NN14 6HZ

Phone 01536 906699

Email parents.rvis@rothwellschools.org.uk