



Recruitment Pack

Ackton Pastures Primary Academy
Premises Supervisor





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: www.ipmat.co.uk.

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

Premises Supervisor

Grade:

Grade 5/6

Reporting to:

The headteacher

Supervisory responsibility:

To be responsible for the maintenance, security and facilities management services on the school site and premises. To be responsible for the maintenance of a clean and hygienic school interior.

Purpose of Job:

- To support the development of the school premises and assist in planning in order to improve the environment for students, staff and other organisations who use the facilities, during the school day and other times.
- To ensure the school is fully compliant with health and safety requirements for the premises including maintaining accurate records and risk assessments.
- Work proactively and effectively in collaboration and partnership with learners, parents/careers, governors, other staff and external agencies in the best interests of pupils.
- To promote the safety and wellbeing of students and all stakeholders.

Requirement for the post

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification desirable or appropriate experience • Willingness to undertake induction training • Good numeracy/literacy skills / GCSE (or equivalent) Maths and English • Specific training in specialist area 	<ul style="list-style-type: none"> • Support Work in Schools (S.W.I.S.) Level 2 • Level 2 Numeracy/ Literacy or willingness to work towards
Knowledge	<ul style="list-style-type: none"> • Willingness to develop knowledge of use of ICT and other specialist equipment/resources • Working knowledge of relevant polices/codes of practice/legislation • Knowledge of Health & Safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to participate in development and training opportunities • Good Numeracy/Literacy Skills 	<ul style="list-style-type: none"> • Knowledge of basic hygiene procedures • Appropriate knowledge of First Aid
Experience	<ul style="list-style-type: none"> • Handyman experience • Caretaking/cleaning/site-keeping experience in a school or similar environment 	
Physical Skills	<ul style="list-style-type: none"> • Use of ICT and other specialist equipment/resources 	
Competencies and other skills required	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities • Willingness to participate in development & training opportunities. • Ability to relate well to children and adults • Team-leading skills 	

Specific Duties & Responsibilities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- Contribute to the overall ethos/work/aims of the academy/school;
- Participate in training and other learning activities and performance development as required;
- Recognise own strengths and areas of expertise and use these to advise and support others;
- Assist in the supervision, training and development of staff;
- Ensure compliance by self and others with all health and safety policies and procedures;
- Ensure safe use by self and others of equipment and materials;
- Establish constructive relationships and communication with contractors and other agencies/professionals;
- To be responsible, in conjunction with appropriate Line Manager, for the administration and control of appropriate areas of the budget;
- Attend and participate in relevant meetings as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Other duties commensurate with the grade of the post as directed by the Headteacher.

Key Outcomes / Activities

TASKS – MAINTENANCE

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks identifying any security risks and propose actions to minimise/mitigate against the risk
- Monitor fire safety equipment and schedule/carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site
- Manage provision of alarm systems, CCTV or surveillance equipment, where appropriate.

Health & Safety

- Undertake regular H&S reviews, with the appointed Trust personnel and ensure progress is made towards meeting the outstanding action points set out in the H&S Plan
- Undertake regular reviews of the Fire Risk Assessment and ensure progress is made towards meeting the outstanding action points set out in the FRA.
- Undertake premises related risk assessments and ensure these are reviewed annually
- Ensure all works are conducted under appropriate control measures.
- Manage the risk from asbestos in compliance with the standards set out in the Control of Asbestos at Work Regulations 2002.
- Ensure all compliance checks for buildings are in place with the 3rd party provider.
- Provide information to all who need it, particularly contractors, maintaining up to date records, available at all times.
- Assist the Headteacher to ensure the School Health & Safety Policy is up to date and meets all statutory and legal obligations.

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Headteacher
- To organise and carry out routine repairs and minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning tasks
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors and supervise whilst on site undertaking regular site inspections.
- Ensure that specialist sports equipment are maintained in accordance with specified standards
- Obtain competitive estimates/quotations when necessary for work which is the responsibility of the school.

KEY ACTIVITIES – RESOURCES

- To advise the Headteacher on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials

KEY ACTIVITIES –ORGANISATION & SUPERVISORY /MANAGERIAL

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Provide training for staff
- Supervising of other cleaners
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist in the management, administration and operation of lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher

Responsibilities for Resources

Employees Supervision:

Management of Cleaning staff.

Financial:

Assist in the Resource Budget administration as appropriate.

Physical:

Effective use of materials and resources.

Customers and Clients:

The post involves some direct impact on the well being of pupils/staff through undertaking tasks or duties related to the post.

Working Conditions:

The nature of the post may involve some ongoing considerable physical effort, e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role.

The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.

Characteristics of the post:

The ability to regularly attend meetings as required by the Headteacher or Office Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Two satisfactory references
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
 - Evidence of essential qualifications
- Registration with appropriate bodies (where applicable)