



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Site Supervisor

Coal Clough Academy



A message from the Headteacher

“Pupils told inspectors that they liked coming to school. Pupils say that they feel safe and well looked after. The curriculum is carefully designed. Safeguarding is given the highest priority in the school.”
Ofsted - 2018

Thank you for expressing an interest in the position of Site Supervisor at Coal Clough Academy.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Site Supervisor to join a Good school at an exciting stage of its journey.

We are a successful Pupil Referral Unit for 11-16 year olds situated in the heart of Burnley, with places for up to 140 Key stage 3 and 4 pupils, and part of the Education Partnership Trust (EPT).

Coal Clough Academy is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

Within our setting, ‘pupils re-engage with learning and make good progress in developing skills, knowledge and understanding across a range of subjects.’ We pride ourselves on supporting and reviewing all pupils on an individual basis, this is supported by our academic and non academic curriculum.

In June 2018 , the school was judged as ‘Good’ in all areas by Ofsted. This result epitomised the hard work and school improvements made since joining the Education Partnership Trust. Inspectors found our school to allow ‘Pupils’ positive attitudes to learning be effectively developed and barriers to good teaching are removed,’ ‘Teachers and other adults develop strong, trusting relationships with pupils so that they can become more confident learners,’ and that our ‘Pupils told inspectors that they liked coming to school.’ A copy of the report can be downloaded from the school’s website.

At Coal Clough Academy our vision and values are supported by us working hard to achieve happy and healthy pupils who can achieve well based on their individual performance. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school’s work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

We aim high at Coal Clough Academy and expect high standards of behaviour and academic effort. Every student at Coal Clough Academy is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Coal Clough Academy, our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Over the past five years, Coal Clough Academy has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes for the school include success in GCSE English, Maths and Science for all pupils.
- Established as the 'school of choice' for alternative provision in the local area.
- The school have successfully achieved the SENDIA Award for additional support and guidance we provide our pupils with to reach their full potential.
- Parental support is welcomed by the school and we have been recognised for transforming lives of pupils who once disengaged with education.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact scarter@coalclough.org



H. Clarke, Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Site Supervisor

Hours:	37
Weeks Worked:	52.143 (all year round)
Start Date:	1st November 2023
Salary:	SCP 9 - 15

Coal Clough Academy wishes to appoint a hardworking, enthusiastic and committed Site Supervisor. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job:

Under the general guidance of the Headteacher/School Business Manager contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards, including security and supervision of the site and related equipment, and other site duties including portering, cleaning and maintenance including monitoring of contract cleaning work. The emphasis of this post will focus on site supervision, maintenance, legal safety compliance checks and DIY activities. The balance of duties will be determined by the needs of the school.

- Taking a lead role in day to day security of the premises.
- Reporting and arranging for repair to any structural defects, premises, plant or equipment faults or breakdowns, ensuring these are reported to the Head Teacher/ School Business Manager as appropriate.
- Be aware of, keeping up to date with and compliance with policies and procedures relating to Health, Safety and security.
- Ensure adequate and regular testing of all systems in accordance with health & safety and maintenance procedures.
- Maintaining correct and up to date health & safety records and premises maintenance logs.
- Ensure correct and up to date stock analysis.
- Attending the School's Health & Safety committee meetings where required.
- To identify and prioritise maintenance requirements, prepare and organise work programmes with the School Business Manager.

What are the job requirements?

- Experience of maintenance and site security
- Knowledge of inspections and compliance
- NVQ level 1 or 2 or equivalent
- Recognised trade qualification
- Experience of general maintenance/DIY
- Full driving licence

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 13/10/2023

Interview date: 19/10/2023

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Job Title:	Site Supervisor
Reports to:	School Business Manager
Grade:	Grade E

JOB PURPOSE:

Under the general guidance of the Headteacher/School Business Manager contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards, including security and supervision of the site and related equipment, and other site duties including portage, cleaning and maintenance including monitoring of contract cleaning work. The emphasis of this post will focus on site supervision, maintenance, legal safety compliance checks and DIY activities. The balance of duties will be determined by the needs of the school.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Organisation

- Ensure all areas of the school are prepared and ready for relevant use, including cleaning of specified areas and oversight of cleaning for the whole school.
- Taking responsibility for the security of the building, including opening and closing of school for ready for the school day, meetings, maintenance and emergency services.
- Being responsible for the maintenance of equipment.

Responsibilities

- Taking a lead role in day to day security of the premises.
- Reporting and arranging for repair to any structural defects, premises, plant or equipment faults or breakdowns, ensuring these are reported to the Head Teacher/ School Business Manager as appropriate.
- Ensuring housekeeping standards are monitored and, where necessary, reporting concerns to the Head Teacher/ School Business Manager as appropriate.
- Undertaking routine in house inspections, tests and maintenance as required, keeping relevant records to ensure legal compliance (i.e. legionella checks, health & safety checks etc) and report any concerns to the Head Teacher/ School Business Manager as appropriate.
- Acting as a key contact and liaison for contractors.
- Completing all activities in line with specific safety procedures reporting any concerns to the Head Teacher/ School Business Manager as appropriate.
- Be aware of, keeping up to date with and compliance with policies and procedures relating to Health, Safety and security.

- Ensure adequate and regular testing of all systems in accordance with health & safety and maintenance procedures.
- Ensure that all equipment is used in a safe manner, and any faults/incidents are dealt with and reported to the School Business Manager.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Ensure all maintenance rooms are kept tidy and items labelled for easy identification of equipment and resources by staff and contractors, including the Site Supervisor and Cleaner's rooms.
- Undertake Caretaking and DIY jobs as appropriate and carry out first line repairs and maintenance.

Resources

- Operating cleaning or any school provided equipment in a safe and appropriate manner.
- Ensure orderly and secure storage of cleaning equipment at all times.
- Be responsible for the provision/ordering of stock/equipment.
- Be responsible for maintenance and general up keep of the grounds.

Administration

- Maintaining correct and up to date health & safety records and premises maintenance logs.
- Ensure correct and up to date stock analysis.
- Attending the School's Health & Safety committee meetings where required.
- To identify and prioritise maintenance requirements, prepare and organise work programmes with the School Business Manager.

General

- Working as part of a team and support the role of others always contributing to the overall work of the school and if required, support other sites within the Trust.
- Undertaking personal development through training and other learning activities including performance management, as required.
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection including GDPR, reporting all concerns to an appropriate person.
- Keeping the school grounds and immediate external areas free from litter.
- To carry out any other reasonable duties requested by the Headteacher commensurate with the level of the post to support whole school development.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary

change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Job Title:	Site Supervisor
Reports to:	School Business Manager
Grade:	Grade E

	Essential/ Desirable	Evidence found in Application/ Interview/Test
<u>Experience</u>		
- Maintenance/repairs to plant and equipment	E	A/I
- Site Security	E	A/I
- Monitoring Cleaning standards	D	A/I
- Working in a school environment	D	A/I
- Budget Monitoring	D	A/I
- Site supervisory	D	A/I
- Undertaking routine in house inspections, tests and Maintenance	E	A/I
<u>Knowledge</u>		
- Maintenance/DIY	E	A/I
- Health & Safety	E	A/I
- Fire Safety	D	A
- Cleaning methodology and chemicals	D	A
<u>Skills/Abilities</u>		
• Competent with general maintenance/DIY including Painting, Joinery and Repair	E	A/I
• Supervisory skills	D	A/I
• Work in confidential manner	E	A/I
• Excellent communications skills	E	A/I
• Willingness to work extra hours, attend evening lock up.	E	A/I
• Possess good organisational skills	E	A/I
• Good time management	E	A/I
• Site Inspection	E	A/I
• High levels of motivation	E	A/I
• Work as part of a team and independently	E	A/I
• Use own initiative		
• Ability to follow instructions, written & verbal		
<u>General</u>	E	A/I

<ul style="list-style-type: none"> • Commitment to meeting the needs of the school community • Awareness of safeguarding issues • Able to work in a busy school environment and relate effectively to children and adults • The ability to establish good professional relationships at all levels. • Experience of working to deadlines or specific contract periods • Evidence of practical application of aspects of building/grounds maintenance; 	D	A/I
	E	A I
		A/I
	E	A/I
	E	
	E	A/I
<u>Qualifications/Professional Development</u> <ul style="list-style-type: none"> • Operate electrical/mechanical systems • Use ICT systems • Site Supervisor's Skill Course or Caretaking NVQ or Cleaning NVQ Level 1 / 2 or Equivalent • Recognised Trade Qualification • Full clean driving licence • Willingness to undertake training 	E	A/I
	E	A/I
	D	A
	D	A/I
	D	A/I
	E	A



Contact

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An Education Partnership Trust School