Trentham Academy

Site Supervisor

Trentham Academy background and context:

At Trentham Academy our ethos is grounded in care, a warm friendly atmosphere and a relentless pursuit of excellence for all. In order to achieve this, we have the highest expectations of ourselves, as well as for our young people. We pride ourselves in being committed to ensuring that the Academy's community is at the heart of everything we do. The excellent relationships forged between staff, students, parents/carers and our local community, is conducive to this vibrant, successful and happy school which is now a very popular choice with parents. Student numbers have increased by 100 since 2017 and we are now oversubscribed.

Trentham Academy has undergone substantial change in the last 2 years and we have now started to see the impact of these changes. We are now the highest performing non-selective school in the City with record results in 2019: 56% 9-5 in English and Maths, City leading Science Value Added: +0.36 and Progress 8 score of +0.13. 2020 GCSE results show a similar pattern of excellent progress and performance. We have a vibrant staff body that really care about the students and their success. Therefore, staff work tirelessly for our children to ensure both the formal and informal aspects are delivered with passion and enthusiasm. They are rightly proud of the recent Ofsted report which shows the school is 'Good' with 'Outstanding Leadership and Personal Development'.

We pride ourselves on the extra-curricular activities and opportunities students experience which lead to their rounded development. Some of these include: Duke of Edinburgh, Sports Leaders, Dance, Choral Scholars, Transition Leaders, a range of sports, Robot Club and Film Club to name a few. Students also have the opportunity to go on a range of visits and trips to support their curriculums and it really does make a difference. Our Performing Arts and Music department have put on performances including Dance Spectaculars and 'Grease'. Our sporting success is highly regarded across the City with our students being County and City Champions in a variety of sports.

We are an Apple technology friendly Academy and all students use iPads in lessons to support their learning. This allows staff to be really creative with technology and the use of software to support learning which has served to remove barriers between home and school. We have an excellent and growing VLE called 'Firefly' which really does enhance students access to learning materials.

Here at Trentham Academy we are looking to recruit staff who are totally committed and who want to continue their own journey supported by our vision of CPD within the Trust. We can offer you a vibrant, supportive and energetic staff, fabulous students and a supportive parent body. If you would like to arrange a visit to our wonderful Academy please contact our reception on 01782 883200.

Mike Whittingham
Headteacher

Dear Candidate

This is an outstanding opportunity for the right candidate to take a pivotal role in helping drive the future of the Academy on its journey to becoming 'great'. In this role, you will have the opportunity to work closely with the Headteacher and wider staff team to shape the vision and culture for our young people.

If you want to work in an Academy where you can make a real difference to young people's life chances, while working as part of a partnership of Academies that are committed to cooperation and collaboration to unlock talent and fulfill potential, then this post is just right for you. In return you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has high expectations to deliver the highest quality education, experiences and outcomes for the children and young people in its care.

The attached pack will tell you more about the post and the process of application and appointment.

City Learning Trust - background and context:

The City Learning Trust is a family of Academies sharing resources and expertise: united by our values, we place children first in everything we do. We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. They get the best start in life to help them gain employment in the future and to instil in them a desire for lifelong learning so they can adapt in an ever-changing world. In our Trust, education is linked up from 3 to 19, where skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility.

Our values are important to us and guide the work we do:

- **Ambition:** Our Academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.
- **Cooperation:** We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.
- **Commitment:** Our Academies are a family of Academies with a common bond, dedicated to the communities that they serve.
- **Creativity:** We encourage innovation and the use of imagination and original ideas in all our Academies.
- **Leadership:** We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.
- **Respect:** We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member Academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-Academy trusts to raise standards.

Yours sincerely,

Carl Ward - Chief Executive Officer

Appointment Procedure:

Closing Date:	26.9.22
Shortlist:	27.9.22
Interview:	TBC

Job Description: Site Supervisor

Responsible to:

- Site Manager

Location

- Trentham Academy, although the successful candidate may be required to work at any of our 6 sites (four Academies; Sixth Form; and Trust HQ) as/when required. So, flexibility is required and own transport is essential - travelling expenses will be paid, where applicable, for travel to other sites away from the main designated site.

Working Hours

- Working 37 hours per week, although you may be required to work more hours on occasion – for which you would receive time off in lieu, or additional pay
- Hours between 6am and 9pm on a rota basis.
- Weekend working on a rota basis.
- Rota for on call.
- Ideal experience in pool operator tasks, and/or willingness to train in this area.
- Willingness to undertake additional training in aspects of site management, H&S and Risk Management.
- Ability to drive advantageous.

Key Duties & Accountabilities:

- This post will offer applicants a variety of challenges with the main duty being to ensure that the Academy buildings and grounds are well maintained, secure and safe.
- The applicant should have good general maintenance skills and/or training in a relevant industry, along with being reliable, self-motivated and the ability to communicate effectively with staff, students and community users.
- Trentham Academy has a community facility. The successful candidate will support community leisure users hiring the site along with completing required pool tests. Pool plant operator training is desirable along with a D1 minibus entitlement.
- The successful candidate will be subject to an enhanced check by the Disclosure and Barring Service along with other stringent vetting and induction processes.

Security & Safety

- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out.
- Check that the heating and lighting systems are operating satisfactorily and checking their efficiency.
- Check fire and security alarms are working satisfactorily.
- Ensure that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
- Maintain vigilance for Health and Safety concerns in and around the building - for example, checking fire doors and external steps.
- Completion of site safety checklists and records.

Maintenance & Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
- Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
- Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after break and lunch times.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- Repairs around site which aren't covered under the PFI programme.

Resources

- General portage and collection activities.
- To maintain appropriate records. To report emergencies in the case of faults with gas, electric and water supply to the appropriate person, and report minor faults on site to the building contractor Engie.
- To attend, where necessary, to personnel visiting the site such as contractors, representatives of utilities (gas, electric) and any other relevant external personnel.
- Minibus driving requirement.

Support the Academy

This list is not exhaustive and should reflect the ethos of the specific Academy where working:

- Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with.
- Be aware of, and comply with, policies and procedures relating to child protection; health, safety and security; confidentiality and data protection - reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the Academy day.
- To be first aid trained and provide first aid support for the Academy.
- To support visits by driving the Academy minibus as required.

In addition:

- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from the Office manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Headteacher or through delegation of the Office Manager.
- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Support across other Academy departments as required
- To be first aid trained and provide first aid support for the Academy.
- To act as a Fire Warden for the Academy in the event of a fire.

Person Specification - Site Supervisor

Attributes and Experience	Essential	Desirable
Qualifications, Knowledge & Experience		
Experience of caretaking and/or buildings maintenance/security		Y
Ability to undertake DIY tasks	Y	
Qualifications or any recognised training in relation to Health & Safety, e.g. working at heights, manual handling etc.		Y
Desire and experience of working with young people in some capacity		Y
Experience of working within a school setting		Y
Behaviours		
Strong organisational skills	Y	
Vision aligned with the Academy's high aspirations and high expectations of self and others	Y	
Developing self and working with others		
Ability to set appropriate and challenging targets		Y
Commitment to own self development	Y	
Commitment to working collaboratively with other Academies and stakeholders	Y	
Helping to manage the organisation		
Resilience and motivation to support the Academy through day-to-day challenges	Y	
Motivation to continually improve standards	Y	
Commitment to developing strong links and partnerships with trustees, staff, parents, students, the wider community and other Academies/Schools	Y	
Strengthening community		
Ability to promote and develop outstanding links with the community		Y
Personal qualities and attributes		
Effective communicator able to communicate both orally and in writing to colleagues and stakeholders	Y	
Flexible and adaptive to changing needs	Y	
Can lead by example with high professional and personal standards	Y	
Has a sense of humour, a calm manner and retains an optimistic approach	Y	
Able to work independently and collaboratively as a member of a team	Y	
Able to use ICT to update and submit paperwork	Y	
Creative in problem solving together with willingness to take on and try new approaches and ideas	Y	
Safeguarding		
Commitment to safeguarding and promoting welfare of children and young people	Y	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	Y	
Excellent understanding of statutory safeguarding requirements	Y	
Willingness to undertake training	Y	

If you would like an informal conversation about this opportunity and / or arrange a visit, please contact HR Director, Marie Faichney on 01782 853535. An application form for this post is available on the Academy and City Learning Trust websites. It would be helpful if the letter in support of your application is no more than 2 sides of A4. You may submit a CV with your application but not instead of it. Please send your application to: efrancis@citylearningtrust.org

City Learning Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. The successful applicant will be subject to an enhanced check by the Disclosure & Barring Service.

Closing date is 12.00pm on 26th September 2022.

APPLICATION FOR EMPLOYMENT

For photocopying purposes please complete this form in black ink

1. DETAILS OF VACANCY	
Job Title:	
Academy:	
Closing Date:	

Please return your completed application form to the email address stated on the job pack

2. PERSONAL DETAILS	
Surname:	
Forename/s:	
Address:	
Post Code:	
Contact Details:	Tel. No. Home: Tel. No. Mobile: Email:
Date of Birth:	
National Insurance Number:	
Qualified Teacher Status:	YES / NO (Delete as appropriate)
DfE Reference No:	

3. EDUCATION: Secondary, Further and Higher		
Dates: From & To	School / College / University / Training Establishment	Qualifications Obtained/Expected

4. SKILLS, EXPERIENCE & KNOWLEDGE: Please state the reasons why you wish to apply for the position and give details of any experience, skills and training that you think is relevant, together with any other information to support your application.

(Please continue on a separate sheet if necessary)

5. PRESENT OR MOST RECENT EMPLOYMENT	
Job Title:	
Name & Address of Employer:	
Post Code:	
Date Appointed:	
Date Left: (if applicable)	
Grade / Salary:	
Name of Line Manager:	
Notice Period:	
Main Duties::	

6. PREVIOUS EMPLOYMENT: In date order, starting with the most recent/ Continue on a separate sheet if necessary). Previous employers may be contacted to validate information provided

Dates: From and To	Position Held	Name of Employer	Reason for Leaving

7. Please explain any gaps in your employment history

8.	**REFERENCES:** Please provide two professional references, the first reference should be your present or most recent employer. It is normal practice for references to be obtained before any formal interview is held, although time may not always permit this. **Please ensure an email address is supplied as reference requests will be sent electronically.**

a.	First Referee

Name & Address:	
Occupation:	
Years Known:	
Contact Details:	

b.	Second Referee

Name & Address:	
Occupation:	
Years Known:	
Contact Details:	

10. DISABILITY:

The Equality Act 2010 defines a person as disabled if they have a mental or physical impairment, which has a substantial and long-term and adverse effect on the person's ability to carry out normal day-to-day activities.

Do you have a disability, long-term illness or health condition?	
Yes	
No	

12. REHABILITATION OF OFFENDERS ACT 1974:

All posts involving direct contact with children are exempt from the rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information for the Disclosure a & Barring service before your appointment is confirmed.

13. DECLARATION

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to satisfactory references, satisfactory DBS and Barred list checks, entries on this form providing to be complete and accurate, satisfactory medical report, if applicable. I can confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed:

Date:

Permission from Candidates in Relation to References

Full Candidate Name:	
Title: Mr / Mrs (please specify)	
Position Applied For:	

I have applied for the position listed above within the City Learning Trust.
I understand that in order to complete my application references must be sought on my behalf and are a statutory requirement for any employee or volunteer position within education.
I hereby grant full permission for my professional records including attendance and disciplinary data to be shared with the City Learning Trust.

Signature:	
Date:	