



Why join the CE Academy? Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Site Supervisor at the CE Academy. We hope this application pack provides you with an insight into life at our academy and will encourage you to apply for the role.

CE Academy is a multi-sited AP Academy providing Alternative Education for young people who are either permanently excluded from school, at risk of permanent exclusion from school, or pupils with emotionally based school avoidance. We also respond to the educational needs of pupils with EHC Plans who would otherwise be attending specialist provision.

Site Supervisors are expected to have transport and are sometimes required to visit other campus sites, although we do take individual circumstances into account.

This school is committed to child protection and promoting the welfare of children and young people and expects all staff to share this commitment.

We maintain positive expectations of the behaviour and performance of every pupil and foster an atmosphere of mutual respect between pupils and staff. We also promote the right to fail.

Please contact our County Office if you have any questions or require any further information.

James Thomas
Headteacher

Site Supervisor

16 hrs per week, 52 weeks per year

Monday/Tuesday/Thursday/Friday 3-6pm, Wednesday 2-6pm - negotiable

Grade B, points 6 to 7 (£10,332 to £10,505 Actual/£23,893-£24,294 FTE)

The CE Academy is part of a highly successful trust called Tove Learning Trust (TLT).

CE Academy is a multi-sited AP Academy providing Alternative Education for young people who are either permanently excluded from school, at risk of permanent exclusion from school, or pupils with emotionally based school avoidance. We also respond to the educational needs of pupils with EHC Plans who would otherwise be attending specialist provision.

We are looking for a caring and responsible person to join our team, taking responsibility for building and site supervision and security of the premises at our London Road Campus in Kettering. The Campus has approximately forty students and consists of one main building and outdoor recreation area. This role exists to support the Senior Leadership Team and to provide premises services to the school. The post holder will be expected to participate in activities and initiatives across the school to ensure the effective management and upkeep of the premises and grounds.

The successful candidate will:

- Act as keyholder for the school ensuring site security at all times in order to protect and safeguard the school community.
- Support the Business Manager/Senior Leadership Team with the maintenance and repair of the school site to maintain a clean, safe and attractive environment observing all necessary Health and Safety requirements.
- Provide general caretaking services including cleaning duties and furniture movement.

Candidates must be eligible to live and work in the UK and will be required to undergo an enhanced DBS disclosure check.

We are very well supported by TLT, benefiting from excellent networks across the Trust for staff collaboration, and continued training and professional development. The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Staff are offered an extensive induction programme and further training.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

PLEASE NOTE: Candidates are welcome to visit the London Road Campus and meet a member of our Senior Leadership Team. To arrange a visit please telephone the County Office on 01604 239734.

Additional documents, including the CE Academy Application Form, are available on our website at:
<https://www.ce-academy.org>.

PLEASE NOTE: only applications using the CE application form will be considered. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification.

If you submit an electronic application, we will not require a hard copy. CVs are not accepted. Hard copies should be posted to the address below. Further information requests or completed applications should be sent to:

Kinga Sek, Finance/Admin E: recruitment@ce-academy.org T: 01604 239734

Job Description

Role	Site Supervisor
Responsible to	Business Manager/Senior Leadership Team
Location	London Road Campus, Corby
Hours	16 hour/week – 52 weeks/year
To be worked	Monday to Friday 3-6pm, (Wednesday 2-6pm) - negotiable
Grade/Paypoint	Grade B Points 6-7 (£10,332 to £10,505 Actual/£23,893-£24,294 FTE)

Job context:

London Road Campus has approximately 40 students. The site consists of one main building and an outdoor recreation area. This role exists to support the Senior Leadership Team and to provide premises services to the school. The post holder will be expected to participate in activities and initiatives across the school to ensure the effective management and upkeep of the premises and grounds. This may regularly mean exposure to conditions that may be unpleasant i.e. hot, cold, wet, noisy or dirty.

Key responsibilities:

- Act as keyholder for the school ensuring site security at all times in order to protect and safeguard the school community.
- Support the Business Manager with the maintenance and repair of the school site to maintain a clean, safe and attractive environment observing all necessary Health and Safety requirements.
- Provide general caretaking services including cleaning duties and furniture movement.

Job description:

- **Security:**
 - 1 Responsibility for the security of the premises and contents; acting as a designated key holder and secondary contact for external services i.e. police
 - 2 Responsible for the locking of the school for both routine and unlocking and locking for non-routine (emergency) events.
 - 3 Operate security related systems such as the CCTV and alarm systems, entrance gates and other access or security related systems.
- **Site maintenance:**
 - 4 Identify and undertake minor repairs and maintenance to the building, furniture, fixtures and fittings
 - 5 Operate building related systems such as heating, cooling and lighting controls.
 - 6 Assist with decorating to maintain high standards of presentation in the environment.
 - 7 Maintain records to evidence compliance in both statutory obligations and processes using digital device/Civica – Parago.
 - 8 Report faulty equipment and other maintenance requirements to the appropriate person.

- 9 Carry out testing or recording as directed and trained for both central and school managed inspections including but not limited to those related to Legionella controls, Fire Safety and Asbestos management.
 - 10 Arrange regular maintenance and safety checks as directed.
 - 11 Assist with the maintenance of specialist equipment following training.
 - 12 Take remedial action where hazards are identified, reporting serious hazards to senior staff immediately.
 - 13 Act as the school contact in relation to premises related contractors as directed.
- **Cleaning and caretaking duties:**
 - 14 Carry out both general and specific cleaning duties inside and outside the premises including dealing with spillages and waste collection, and operating within COSHH and Health & Safety regulations.
 - 15 To take responsibility for the safe storage of cleaning equipment and materials.
 - 16 Participate in the environmental management of the site including waste management, recycling projects etc.
 - 17 Ensure acceptable standards of hygiene and cleanliness are maintained across the site.
 - 18 Collect and assemble waste for collection.
 - 19 Refill and replace consumables ie soap and hand towels.
 - 20 Receive deliveries to the school site and distribute as requested.
 - 21 Assist and participate in the organisation and movement of furniture within the school.
 - 22 To participate, understand and comply with all relevant CPD or learning activities for the role and the school eg safeguarding training, health and safety courses etc.
 - 23 Attend relevant meetings as required.
 - 24 Contribute to the overall ethos/work/aims of the school.
 - 25 Maintain confidentiality over all aspects of the school.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and visitors to share this commitment.

Person Specification

Job Title	SITE SUPERVISOR	Essential	Desirable
Special knowledge			
Current driving licence, access to own car and agreement to use for work purposes			☐
Skills			
▪ Able to undertake minor repairs to the building, furniture etc		☐	
▪ Able to assist with decorating and painting walls		☐	
▪ Able to act as keyholder		☐	
▪ Good verbal and written communication skills		☐	
▪ Ability to communicate with people at all levels		☐	
▪ Able to prioritise conflicting demands on time		☐	
▪ Relate effectively to a range of people who are sometimes challenging		☐	
▪ Team player with flexible and adaptable approach, able to use initiative and take decisions at appropriate levels when necessary			☐
▪ General maintenance, basic plumbing, decorating, carpentry			☐
▪ Experience of maintaining buildings and knowledge of building compliances			☐
▪ Able to use digital devices			☐
Experience/qualifications			
▪ COSHH, IOSH, PASMA, IPAF, WAH training			☐
▪ Formal qualifications in electrics, plumbing or building etc			☐
▪ Experience in similar role or environment			☐
▪ Subcontractor management experience			☐
▪ Facilities management experience			☐
▪ Awareness of HSE Health & Safety procedures			☐
Personal qualities			
▪ Ability to work under pressure		☐	
▪ Assertive and supportive		☐	
▪ Pay attention to detail		☐	
▪ Trustworthy, dependable and discreet		☐	

Statement of Ethos

Equal rights

The CE Academy regards all people as valuable individuals with equal rights. This implies that at all times positive action will be undertaken to ensure that all people within our area of influence feel supported and valued. This allows their strengths to be enhanced even when individual actions are rejected as inappropriate.

Self-respect

All people have the right to retain their self-respect at all times. There must be an empathy and delicacy of interaction. Relationships with the vulnerable must be carefully pursued to avoid putting them down, perhaps unintentionally. Positive attitudes will engender partnership in the enterprise of education. There will be consistent elements of consultation and negotiation for everyone.

The right to fail

Each member of the CE Academy community has the right to fail. The only way to avoid failure is to avoid doing anything.

Decisions that affect you

People have the right to be involved in decisions that affect them. Honest generous and kind communication is crucial to the integrity of all. Care will be taken to ensure that personal space is not invaded particularly at an emotional level but staff will also be open to the needs of pupils to communicate their thoughts, feelings and experiences in an atmosphere of acceptance.

What is the CE Academy?

The CE Academy is an educational provision. It believes that learning at a level that promotes intellectual growth is crucial to the enhancement of self-esteem. This is achieved through a rigorous approach to the provision of curriculum of a high quality that stimulates and engages its participants.

Equal rights to access education

The CE Academy believes that each pupil has an equal right to access education. This enables their best development so equipping them to grow purposefully into the responsibilities of adulthood.

Promoting a purposeful environment

The CE Academy promotes a purposeful environment. It provides opportunities for pupils to flourish within the safety of a structured framework that provides clear roles for all concerned. The framework empowers staff and pupils to take the risks necessary to change by sharing a negotiated learning experience. As part of this process consequential behaviour provides a focus for personal growth into an acceptance of the equal rights and responsibilities of all individuals.

Positively assertive and non-aggressive

The CE Academy approach is positively assertive and non-aggressive. While aggressive confrontations are regarded as unhelpful, it is acknowledged that many of our community will take time to come to terms with this. Mistakes will be made. Personal styles are taken into account and strategies are taught through mediation so that unnecessary confrontation can be better avoided in the future.

The CE Academy believes that it is within an atmosphere of rigour and positive acceptance that all are most likely to flourish and develop to their fullest potential. Staff are expected, pupils are encouraged, to fulfil and promote by example the ethos of the Service.