

Application Pack

Job Title: Site Supervisor



**Welcome to the school**

Dear Potential Colleague

Thank you for expressing an interest in joining Harper Green School. Within this pack, you will find information about the school, job role and the application process.

We are looking to appoint an enthusiastic and reliable individual to work within our team of dedicated staff and welcome applications from candidates with the relevant skills and experiences. The ability to interact positively with our students and staff is essential to fulfil the role we are advertising.

Harper Green School is a dynamic secondary school situated in the South of Bolton and serves a varied community catering for students of all abilities and backgrounds. We seek not only to enable students to achieve their academic potential but also to develop the character, skills and values needed to be successful in life and make a positive contribution to society as a whole.

To these ends we have excellent facilities, alongside a talented and highly committed staff, both teaching and associate. This allows us to provide a broad and balanced curriculum as well as the diverse opportunities in extra-curricular learning which are so crucial to developing wider skills and confidence in students.

Our vision is to ensure that all our students achieve the highest possible standards in all they do. We aspire to promote independence, together with a sense of responsibility whilst striving for academic excellence. We seek to encourage and motivate our students to achieve their full potential within a vibrant and purposeful environment which respects the rights and needs of all individuals so that they are able to acquire the necessary skills for successful adult lives.

We continuously strive to improve outcomes for students. The hard work of both staff and students in embedding excellent subject pedagogy is a credit to their commitment to achieving the highest standards for all. Harper Green School is on a new and exciting journey as an integral part of the Leverhulme Academy Trust.

This is an exciting opportunity to be part of the drive to make Harper Green School a place which delivers high quality teaching and learning together with positive pastoral support and guidance.

Thank you in advance for the interest you have shown.

Yours faithfully

Michelle Jefferies

Director of Resources



**Our Mission Statement**

To give equal value and importance to the education of each individual child regardless of ability, to encourage curiosity and promote a love of learning and pride in themselves, their school and community.

To give each student the opportunity to fulfil his or her potential, personally, socially and academically within a rewarding and stimulating school environment which provides qualifications where possible to assist progression in life and learning.

To provide each student with the appropriate care, information, advice and guidance to help them achieve their potential and lead happy and fulfilling lives.

To provide each student with a broad education which balances practical skills and knowledge, with creativity and enterprise.

To develop characteristics of independence, a strong work ethic and the transferable knowledge & skills to adapt in a fast-changing environment and thrive in the world of work.

To promote within the child an understanding of social, moral, cultural and spiritual values and to develop a caring community based upon mutual respect and consideration for all individuals and cultures.

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 **JOB TITLE: SITE SUPERVISOR**

**RESPONSIBLE TO: Facilities Manager**

**Director of Resources**

**Headteacher**

**PURPOSE OF ROLE:** **To provide a variety of essential maintenance, health and safety & security functions to aid the smooth running of the school.**

**JOB DESCRIPTION**

**Principal Responsibilities**

1) To be responsible for the security of the school buildings and grounds.

2) To be responsible for the maintenance of the school premises, including the use of specific physical skills.

3) To ensure that standards of safety, cleanliness and tidiness are maintained and monitored throughout the school and grounds.

4) To respond to site emergencies/maintenance requirements.

**Main Duties**

1) To open and close the school buildings all year round ensuring that the fire and intruder alarm systems are fully operational.

2) To monitor the standard of work completed by contractors who provide services to the school.

3) To uphold cleaning duties including spot and emergency cleaning as and when required.

4) To ensure sufficient stocks of essential materials are maintained.

5) To transfer waste produce to the appropriate central refuse area as required, ensuring the smooth removal of waste on collection days.

6) To move furniture and equipment around the school as and when required.

7) To remove of debris and leaves from traps, downspouts, waste pipes etc and ensuring that drains and man-holes are clean and operational.

8) To ensure that waste pipes to all lavatory basins and sinks are cleared and clean.

9) To monitor the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition.

10) To ensure the safe storage of any flammable/toxic substances on site other than those in laboratories or workshops.

11) To sweep and clear car park/playground areas to ensure they are always kept free from glass and other hazardous debris.

12) To litter pick the whole school site and grounds as directed.

13) To monitor and complete work that is logged on the Harper Assist system.

14) To clean the fixtures and fittings of the school that are above hand height.

15) To maintain identified garden areas.

16) To contribute to the management of effective car-parking at large school events.

17) To undertake general routine repairs, alterations, painting, grounds maintenance replacements and maintenance of buildings, fixtures, fittings and furniture responding to staff in a speedy and efficient manner and undertake duties within own capabilities/trade i.e. decorating, repairs and maintenance, plumbing, joinery and building work.

18) The post holder will be required to maintain and use specialist and complex equipment/check for quality/safety of tools etc and undertake specialist repairs and modifications within their own capabilities.

**Health and Safety**

19) To work in conjunction with the Support Services Manager in relation to all Health and Safety matters, ensuring all relevant records are in place and the necessary checks are completed and documented. This is to include:

a) Fire

b) Emergency lighting

c) Asbestos and legionella

d) Signing for Asbestos register for contractors

e) Alarm

20) To monitor the Harper Assist maintenance logging system ensuring all Health and Safety issues are attended to and resolved promptly.

21) To monitor the work quality of all contractors and ensure good Health and Safety practises whilst on site, including the completion of the asbestos register as and when appropriate.

22) To ensure that any electrical faults are made safe until they can be repaired by a competent person.

**General**

23) To receive and distribute incoming deliveries.

24) To prepare rooms for deep cleaning during school holiday periods.

25) To support school lettings on a rota basis.

26) Any other duties commensurate with the post.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment



**PERSON SPECIFICATION – SITE SUPERVISOR**

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| --- | --- | --- |
| **ESSENTIAL** | **DESIRABLE** | **TO BE MEASURED BY** |
| **SKILLS AND KNOWLEDGE** | | |
| To have excellent organisational skills, allowing for prioritising of workload | Knowledge of school related Health & Safety issues | Application form/Interview |
| Ability to promote a positive ethos & to role model positive attributes |  | Application form/Interview |
| Effective & excellent verbal communication skills |  | Application form/Interview |
| An understanding of the need for dealing with parents, pupils & outside agencies in a professional manner & to treat the information they provide as confidential |  | Application form/Interview |
| Good standard of numeracy, literacy & ICT |  | Application form/Interview |
| Ability to work on own initiative & as part of a team |  | Application form/Interview |
| Ability to follow procedures |  | Application form/Interview |
| Ability to work & liaise with a wide cross-section of people, including young people |  | Application form/Interview |
| Ability to adapt own approaches in order to meet the needs of vulnerable or challenging young people |  | Application form/Interview |
| **CUSTOMER CARE** | | |
| Valuing diversity – listen, support & monitor the diverse contributions made to service development without prejudice. Challenge behaviours & processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations & abilities & help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services & reduce disadvantage |  | Application form/Interview |
| **EXPERIENCE/QUALIFICATIONS/TRAINING ETC** | | |
| Proven experience in D.I.Y – Including a qualification or significant experience in a given trade. | Experience of supervising contractors |  |
| Willing to take part in own PDP & any identified training | Previous experience of working in a secondary school setting | Application form/Interview |
|  |  | Application form/Interview |
| **WORK-RELATED CIRCUMSTANCES** | | |
| The ability to identify risk to self & others when undertaking work activities & appropriate actions needed to minimise risk |  | Interview |
| A policy of no smoking will apply |  | Interview |
| Flexible attitude to the role, including availability to work overtime for after school events & maintenance work in the evening and at weekend | Driving licence held & car available to collect supplies as & when needed | Interview |



Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 1 side of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we contact candidates electronically rather than by post. The completed application form should be emailed to: [vacancies@harpergreen.net](mailto:vacancies@harpergreen.net)

For further details, please contact the school office on 01204 572941 or for additional information about the school please visit the website www.harpergreen.net. This job description will be reviewed as and when necessary and may be amended at any time following consultation with the Headteacher.

Background Checks and Safeguarding Students

Harper Green School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure and Barring Service check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced Disclosure Barring Services clearance. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment

Thank you for considering Harper Green School and we look forward to receiving your application.

General Data Protection Regulation

As part of your application to join us we will gather and use information relating to you. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. For further information please see the Recruitment Privacy Notice within the application form.



**Map & Directions**

Harper Green School

Harper Green Road

Farnworth

Bolton

BL4 0DH

01204 572941/574991

**Via the M61**

Exit M61 at J4, heading west towards Farnworth on B6199 (Plodder Lane)

After 1.7 miles, turn left at Harper Green Road

Harper Green School is on the right

**Via the A666 (south bound)**

Exit the A666 onto the A575 (Manchester Road) towards Little Lever and Farnworth

After 1 mile, turn right at A575 (Gladstone Road)

Turn right at the B6199 (Glynne Street)

After 0.5 miles, turn right at Harper Green Road

Harper Green School is on the right

**Via the A666 (north bound)**

Exit the A666 heading towards Farnworth onto A6053 (Bolton Road)

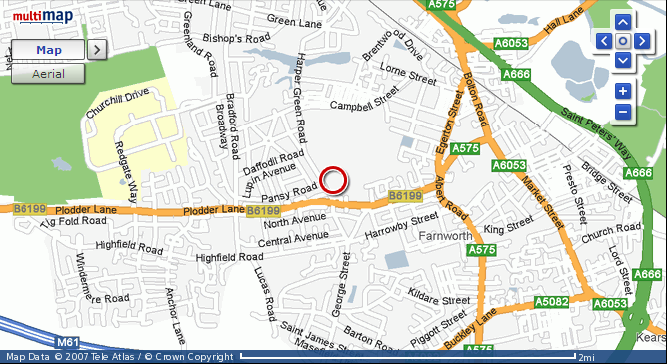
Take a slight left onto A5082 (Longcauseway)

Turn right after 0.5 miles onto A575 (Albert Road)

After 0.5 miles, turn left on B6199 (Glynne Street)

Take a right onto Harper Green Road after 0.5 miles

Harper Green School is on the right



Please use the school car park. There are parking bays designated for visitors.