



Site Supervisor Application Pack

Mildenhall College Academy,
Mildenhall, Suffolk

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Mildenhall, Suffolk



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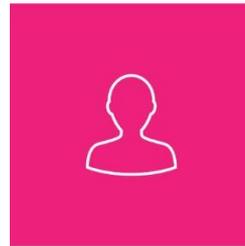
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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Mildenhall College Academy Information

Mildenhall College Academy is part of the Academy Transformation Trust family of academies.

Rated as a 'Good' academy in November 2018, we aim to provide the opportunities for all our pupils to succeed, ensuring that each child fulfils their potential in academic, social and personal life.

We encourage the pursuit of excellence in all our pupils and they are expected to work hard, with challenging targets set for improvement that are kept under constant review and communicated to parents.

We offer a curriculum which meets the needs and aspirations for all young people, alongside a full programme of enrichment and extra-curricular activities.

We aim to:

- Encourage the pursuit of excellence
- Celebrate achievements through our rewards system and Awards Evenings
- Offer a curriculum which meets the needs and aspirations for all young people
- Build partnerships with parents to obtain the best for our children
- Foster an ethos which encourages social responsibility and respect for different cultures
- Create a happy, respectful community where everyone feels safe and secure
- Offer a full programme of enrichment and extra-curricular activities
- Listen to our students' opinions

To find out more, please visit www.mildenhall.attrust.org.uk



Mildenhall College
A C A D E M Y

Site Supervisor

Job Description

Reports to: Regional Estates Manager

The Role: Site Supervisor

Grade 3

Hours: 26/week

To have responsibility for the day to day management and operation of premises related functions, including buildings and grounds maintenance, security, lettings, cleaning and management of contractors.

To ensure that the academy gives a positive first impression to all users of the academy site and that pupils, staff, visitors and contractors can work in it effectively and safely ensuring compliance with legislation and guidance.

Responsibilities

Building & Grounds Maintenance:

- Ensure that all plant and equipment are available and working effectively.
- Carry out general maintenance and remedial works appropriate to qualifications and experience
- Ensure that the grounds and buildings are clean, free of hazards and maintained correctly.
- Ensure that buildings fabric and services are maintained in accordance with a planned maintenance schedule and that the asset register is maintained.
- Ensure that all refuse is disposed of promptly and in accordance with legislation.
- Maintain records of servicing, maintenance (PPM) and activity on Every property software.
- Ensure that appropriate levels of spares are in stock, ordering as required and checking receipts against order.

Cleaning:

- Ensure that all areas of the building are clean and ready for use and reporting any concerns to the Regional Estates Manager to liaise with the cleaning contractors.
- Ensure that any spillages are mopped up and that any bodily fluids, vomit and other soiling are cleaned up as soon as practical.
- Ensure prompt removal of any internal and external graffiti.

Security:

- Manage the opening and closing of the academy daily at agreed times.
- Be a key holder for the academy site and control the allocation of users for the keys for routine and non-routine use.

03. Job Description

- Be responsible for general security and access control at all times.
- The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

Health and Safety:

- Act upon any health and safety concerns including the removal of unsafe equipment.
- Undertake routine and ad hoc inspections in conjunction with the Regional Estates Manager.
- Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
- Carry out dynamic risk assessments in any situation when appropriate
- Advise the Regional Estates Manager of any changes that that are required to generic risk assessments and management plans and implement any action plans to rectify any deficiencies identified.
- Manage and supervise contractors while working on the academy site operating a safe working environment.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- Provide safe access to site during periods of inclement weather and emergency situations.

General

- Ensure that classrooms, assembly hall, dining areas, sports hall are set up as required for teaching, assemblies, performances, open days, examinations and any other event.
- Provide support for staff in terms of moving deliveries, equipment and resources as required
- To undertake training and development relevant to the post and in line with the academy's priorities including acting as the main fire warden.
- Support other ATT academies within region when requested by Regional Estates Manager
- To undertake any other duties as directed by the Regional Estates Manager or Principal.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

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Other

- Demonstrates integrity
- Promotes and defends equal opportunities
- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barred Service check

NOTE: The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

Date of issue: February 2018

Last review: March 2019

Site Supervisor

Person Specification

04. Person Specification

Person Specification:

Qualifications

- PAT testing Certification
- First Aid qualification
- Health and safety qualifications
- Safeguarding level 1

Knowledge and Experience

- Able to understand and apply regulations e.g. health and safety
- Able to effectively supervise onsite contractors
- Competent at basic building repairs and maintenance
- ICT literate

Competencies

Organising and executing:

- Focuses on customer needs and satisfaction
- Works in a systematic, methodical and orderly way
- Follows procedures and policies
- Manages time effectively

Working with people:

- Listens well, communicates clearly and fluently
- Adapts to the team and helps to build team spirit
- Relates well to people at all levels

Enterprising and performing

- Accepts and tackles goals with enthusiasm
- Where appropriate uses technology to achieve work objectives
- Flexible regarding working hours and location

Values

- Personal vision is aligned with ATT's high aspirations and expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence above norms.



05. How to apply

Mildenhall College Academy, Mildenhall, Suffolk

Salary:

Grade 3.16 – 3.21 £18,319 - £20,541 pa pro rata

Closing date:

Sunday 21 April 2019

Interviews:

tbc

Start Date:

April/May 2019

Visits to the academy:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01638 714645.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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95 Spencer Street
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