

Discovery Multi-Academy Trust Application Pack – Site Supervisor



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INCLUSIVE

COLLABORATIVE

EXCELLING

WELCOME



Dear Applicant,

Welcome to Discovery Multi-Academy Trust and thank you for your interest in our vacancy.

Our successful Trust was formed in 2016 and is the result of the amalgamation of three primary schools from across the Plymouth area; including Oakwood Primary Academy, Beechwood Primary Academy and Weston Mill Community Primary Academy. We are also fortunate enough to be able to provide an alternative nurture provision, for primary aged children from schools across the city - The Edison Centre.

At Discovery MAT our key aim is to ensure that every child is able to thrive and achieve their full potential, through quality learning experiences. We also ensure that our children are safe, secure and happy during their time with us and endeavour to fully prepare them for their secondary school education and beyond.

To achieve our vision, we:

- Encourage all our children and staff to excel and collaborate with one another, to ensure the best outcomes and progress for all.
- Develop joyful learning communities that work together to improve standards and outcomes for our children, as part of a wider community.
- Ensure that we remain committed to the following values that underpin the way we work:

DEMOCRATIC, INCLUSIVE, EXCELLING, COLLABORATIVE

The Trust is committed to specialising in Science, Technology, Engineering and Maths (STEM) education, as part of our vision to be one of the South West's most vibrant collaborative educational establishments. We want to enable every child to learn in a rich, challenging, imaginative and inclusive environment, and STEM helps to make this a reality.

Our commitment to achieving these goals for our children begins with the dedication and hard work of our school staff, Local Advisory Board (LAB) and Board of Trustees. Whether you are a support assistant, a new member of the administration team, a class teacher or a senior leader you have an equally important part to play in the success of our MAT. Along with hard work comes a huge amount of fun and massive rewards from working with a fantastic team of staff and children.

We are here to nurture, educate and inspire our young people and are fully committed in supporting and developing every member of staff to be the best that they can be.

We look forward to being able to welcome you to part of our team!

Dan Matthews Chair of the Board of Trustees

Alison Nettleship CEO

DEMOCRATIC INCLUSIVE COLLABORATIVE EXCELLING

ABOUT US

Our Trust currently comprises of three primary academies and one specialist nurture provision. We embrace the individuality of each of our academies, their pupils, staff and communities, but work collaboratively as a Trust to ensure the best possible learning opportunities for all of our pupils. This is reinforced by our shared leadership, experience and support network.



Beechwood Primary Academy

At Beechwood Primary Academy we believe in developing a child intellectually, creatively, emotional, physically, spiritually and morally. This takes place in the caring and supportive environment of an academy that is proud to be at the heart of the local and wider community, raising standards of attainment for all pupils. We aim for our children to be confident, happy and healthy individuals, successful learners and responsible citizens.

Weston Mill Community Primary Academy

At Weston Mill Community Primary Academy, we believe that excellence in education is an attainable goal. To reach the goal, we support high expectations and standards for our children, so that each child may reach their full potential. Excellence in education is a responsibility shared by all participants in the process: children, parents, teachers, administrators, LAB members and the local community. We aim to maintain an environment in which children are happy to explore and learn, where children and adults respect the views of others and ideas. We celebrate individuality and support children in developing their potential.

Oakwood Primary Academy

Oakwood Primary Academy strives to ensure that every pupil achieves their full potential and that all staff are committed to ensuring that this happens. Alongside our commitment to academic excellence, Oakwood is underpinned by our four core values of democracy, inclusion, collaboration and excellence. We consider these to be integral to our pupils' success and well-being. These values help us to install a love of learning and a commitment from all pupils and staff.

GOVERNANCE & LEADERSHIP

The governance and leadership of the Trust work together to ensure that services and expertise are provided effectively to each of the academies.

Members

The members of the Trust are the 'guardians' of the governance of the Trust. They have a number of statutory rights and responsibilities that are set out in the Academy Trust's Articles of Association. They meet at least once a year and receive an annual report from the Trustees and the CEO on the Academy Trust's performance;

The Board of Trustees

The Board of Trustees have an active role in monitoring and determining strategy for all aspects of Discovery MATs performance. Our Trustees have a wide range of experience and skills, both within and outside of the education sector, which allow them to govern the Trust to a high standard. They are responsible for ensuring that our academies are effective.

The Local Advisory Board

The Trust has a central Local Advisory Board (LAB) which operates across all three of our academies, allowing the LAB to have greater scope for comparison, challenge and enabling effective sharing of good practice at school level. The LAB review and monitor our academies to ensure the best outcomes for all of our children.

The Senior Leadership Teams

Our Senior Leadership team is made up of the CEO, Heads of School, Trust Safeguarding & Inclusion Lead and the Director of Education. The team ensures that every pupil can thrive in a supportive and inclusive environment and that they are able to access learning opportunities in order to prepare them for their next stages in life.



WORKING WITH US

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At Discovery Multi-Academy Trust we appreciate the work our staff do in supporting our pupils, both academically and emotionally, which allows our academies to run smoothly and supports them to be successful. The Trust wishes to attract people who enjoy working in an exciting and dynamic environment, with the aim to support our pupils in order for them to be able to thrive.

We can offer you, as future employees, many benefits including expert support and guidance, an inclusive working environment, the opportunity to collaborate and form working parties focusing on key areas of research and improvement with the Trust, the opportunity to work with outside agencies and other professionals, a commitment to professional development and support from experienced colleagues - including coaching.

Induction

When you join us, you will receive a comprehensive induction to the Trust and to your individual school. This will include information about our systems and processes, safeguarding, teaching and learning and our trauma informed approach.

Commitment to Professional Development

Establishing a strong professional development culture is a priority within the Trust and fundamental in supporting our vision in order to elevate the quality of teaching and learning and therefore ultimately improve pupil outcomes. Planned Professional Development opportunities are provided internally, within each of the schools, and collectively across the MAT through a Layered Professional Development Model.

In addition to the Professional Development Model, staff are also supported through a yearly Individual Professional Development Plan, which links to CPD, and ensures that all members of staff are supported to develop the knowledge, skills and understanding which are needed to carry out their roles effectively. The Trust also provides a Professional Development Scheme, which provides financial sponsorship for staff who wish to undertake further qualifications.

Staff are also able to access information regarding job roles and career advancement available within the MAT, through Professional Development Career Pathways. These pathways provide clear advice and direction for all levels of career progression.

Recruitment & Retention

We understand that the wellbeing and commitment of our staff determines our capacity to develop and improve. We are dedicated to supporting our staff and follow a national programme of support for our Early Career Teachers (ECTs). We also encourage our staff to engage in undertaking professional qualifications, including NPQs, HLTA and SENCO qualifications.

Well-being

In order to prioritise the mental health and wellbeing of pupils we strive to promote and support the mental health and wellbeing of our staff. As a Trust we ensure that we encourage positive mental health within our schools, this includes; staff recognition boards, planned well-being days, nominated staff reward days, counselling support and staff supervision sessions. Whilst all staff have a responsibility to promote positive mental health, we also have mental Health Leads in each of our schools, who are overseen by the Trust Inclusion Lead.

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We have a varied range of job roles across our Trust from teaching, support, administration and central functions. If you have the passion and commitment to support our pupils, and a desire to make a difference, then we would like to hear from you.

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JOB DESCRIPTION

JOB TITLE

Site Supervisor

BAND

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REPORTS TO

Facilities Manager

LOCATION

Discovery Multi Academy Trust

CHECKS REQUIRED

Enhanced DBS check required

JOB PURPOSE

Under the supervision of the Facilities Manager assist with the general security of the school premises. Assist with the maintenance of the premises, machinery and plant equipment. Carry out daily inspections to identify damage and/or vandalism and to report findings to the Facilities Manager to help maintain the internal and external fabric of the school premises as a safe working and learning environment.

DECISION-MAKING

The job involves following instructions but making minor decisions involving the use of initiative. Problems are referred to the Facilities Manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

DUTIES AND RESPONSIBILITIES

- Responsible for the general security of the school premises under the supervision of the Facilities Manager
- Carry out key holder duties and respond to emergency callouts
- Assist with the maintenance of the premises, machinery and plant equipment
- Undertake letting duties ensuring the agreed user requirements are met
- Carry out the supervision and allocation of work to a team of cleaning staff ensuring all cleaning is to a satisfactory level and undertake the induction and instruction of cleaners
- Responsible for ordering a limited range of cleaning materials i.e. soap, towels etc.
- Carry out daily inspection of the premises to identify damage and/or vandalism and report findings to Facilities Manager.
- Clear litter daily to ensure compliance with the Environmental Protection Act
- Carry out general buildings and ground maintenance duties.
- Responsible for the health and safety, comfort and welfare of pupils, staff and visitors.
- Maintaining company image.
- Working within health and safety guidelines and other guidelines that may be issued from time to time.
- Working within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.

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- Undertake other duties appropriate to the grade of the post and as directed by the Facilities Manager.

DEMANDS

- Ongoing considerable physical effort is required to push, lift, bend and stretch and to carry furniture, equipment and supplies. The post requires general awareness and sensory attention with periods of concentration for up to two hours whilst carrying out repair and maintenance work. There will be some work-related pressure from conflicting work demands, deadlines and interruptions

TRAINING

- Attend any training relevant to the post.

PERSON SPECIFICATION

- Considerable precision required to operate hand tools and associated equipment and machinery
- Pleasant, patient and helpful personality.
- An ability to communicate with a range of people.
- Ability to work on own initiative and as part of a team.
- Reliable and trustworthy.
- Flexible approach to working arrangements.
- Sensitivity to user needs.
- Willing to undertake training as appropriate.

EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

Essential:

- Understanding of basic maintenance work and the use of associated tools and equipment.
- Knowledge of Health and Safety at Work Act 1974 including COSHH Regulations.
- Experience of carrying out administrative processes relevant to the job.
- Experience of staff supervision.
- Numeracy and literacy skills to carry out the above functions.

Desirable:

- Hold a current, clean, and valid driving licence with experience in driving a Minibus.
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.

CORPORATE STANDARDS

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures.
- Work within the requirements of the MAT's Health and Safety Policy, performance standards, safe systems of work, procedures, safeguarding and General Data Protection Regulations.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.

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PERSON SPECIFICATION

To carry out the responsibilities of this post effectively, the Site Supervisor will require the following qualifications, personal skills, attributes and experiences

ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Experience		
<ul style="list-style-type: none"> • Understanding of basic maintenance work and the use of associated tools and equipment. • Knowledge of Health and Safety at Work act 1974 including COSHH Regulations. • Experience of carrying out administrative processes relevant to the job. • Experience of staff supervision. • Numeracy & Literacy skills to fulfil the duties of the role. • Ability to work independently and to manage own time efficiently. 	<ul style="list-style-type: none"> • Competent to undertake daily and weekly vehicle checks and carry out basic maintenance. 	Application form <ul style="list-style-type: none"> • Certificates • References
Communication		
<ul style="list-style-type: none"> • Ability to communicate with a wide range of people. • Ability to respond quickly and effectively to issues that arise. • Ability to build effective working relationships with colleagues and outside organisations. • Approachable, excellent customer service skills. 		Application form <ul style="list-style-type: none"> • References • Interviews
Personal Attributes		
<ul style="list-style-type: none"> • Diligent and reliable with excellent attendance and punctuality. • Prepared to undertake training to further enhance your own professional development. • Embrace change well. • Act at all times with integrity, honesty, loyalty and fairness. • Excellent attention to details. 	<ul style="list-style-type: none"> • Clean driving licence and own transport with experience of driving a minibus. 	<ul style="list-style-type: none"> • References • Interview

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