



VALLEY INVICTA
ACADEMIES TRUST

Site Supervisor

The Lenham School



Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



THE LENHAM
SCHOOL



Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children we teach at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for a Site Supervisor to join us. This is an exciting opportunity for an enthusiastic and committed person to join a very successful, mature Trust that encourages all its staff to be the best they can be.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself on 'growing its own' talent.

Vacancy

Valley Invicta Academies Trust is highly respected and has an exciting opportunity to build on the achievements of a very successful team within The Lenham School.

We would like to appoint a Site Supervisor to join us in April 2023.

The role is for a committed and motivated individual who would like to work in a school that provides a wealth of opportunities for both its students and staff, along with wanting to be part of a friendly, team-based workforce.

Who are we looking for?

We would like an enthusiastic, dedicated and ambitious team player to join us.

This is a wonderful opportunity to join a growing Trust with an established staff body, and a strong department with a good spread of experience.

Our ethos

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in.

Our schools continually evolve in our drive for excellence; we aspire to provide outstanding care, outstanding education and outstanding opportunities.

We have a dedicated team of professionals who are always willing to support new staff.

New opportunities, including career progression, are actively sought for all staff across the Trust.

Collaboration with like-minded colleagues within VIAT is set up to provide networking, support, quality assurance and friendship.



Position	Site Supervisor
Location	The Lenham School
Responsible to	Site Manager
Basis	Permanent, full-time
Commencement	Immediate
Salary	VIAT 5

Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the School before making a formal application, you can arrange this by contacting Mrs C Rush, Office Manager – c.rush@thelenham.viat.org.uk.

When ready to apply, suitable and interested candidates are invited to complete an application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs C Rush, Office Manager.

The Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Equality and Diversity

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment.

Closing date for applications

Midday Wednesday, 29 March 2023

Interviews and assessment activities

TBC



Job Description

As a member of the site team, undertake caretaking and cleaning duties throughout the site. Under the direction of the school's Estates Director. Site Manager, duties will include security, cleaning of premises, portage, litter picking and the handling of lettings.

Working hours will be subject to variation to ensure continuity. Call out at weekends and unsociable hours will be necessary.

Key Working Relationships

- Estates Director
- Head Teacher
- Site Manager
- Site Team
- School Colleagues

Key Working Areas

Site duties:

- Provide a full range of caretaking duties to include litter picking and controlling the bin areas. This includes cleaning bike shed areas, leaf blowing site and car park areas;
- Closing the school premises, ensuring security is maintained at all times;
- Direct contractors to specific areas on site, ensuring they sign in and out and are accompanied at all times if required;
- Receive deliveries and distribute as necessary;
- Arranging tables and chairs for meetings and clearing away once finished;
- Storing equipment and supplies safely;
- Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules of building evacuation;
- Carry out specific maintenance repairs and general painting as directed;
- Provide cover when a cleaner is absent;
- Emergency cleaning (such as human deposits, vomit, etc.);
- Daily checks on all lighting across the site and replace when required;
- Weekend lettings will be required, which can be most weekends during busy periods;

- Ensure rooms are prepared for lettings and all school events to a high standard;
- Keep paths, drives and hard surfaces clear of ice and snow during the winter period;
- Greet and direct lettings to specific areas when required;
- Read utility meters each month and send to Estates Manager;
- Supervise cleaners and ensure duties are carried out efficiently and effectively to a high standard. Check that all cleaning sections have been completed daily;
- Report any matters affecting Health and Safety or persons attending the school site;
- Carry out any duties with regards to Health and Safety;
- Any other duties commensurate with grade as directed by the Estates Director.

Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.



Job Specification

Responsible to: Site Manager

Responsible for: Site

Qualifications

- Proficient technical and practical skills.

Experience

- Previous relevant experience

Knowledge

- Knowledge of minor maintenance and repair.
- Knowledge of how own job fits into the activity and role of the area/site.
- Understands and able to apply Health and Safety procedures relevant to the job such as:
 - Manual Handling
 - Safe use of machinery and/or equipment
 - COSHH
 - First Aid and Hygiene Practice
 - Lone working procedures and responsibilities
- Able to recognise and to deal with emergency situations.
- Will need to undertake training to keep knowledge up to date.
- An awareness of current legal requirements regarding the safeguarding of children.

Skills

- Proficient technical and practical skills.
- Ability to deal with everyday problems and to identify which problems should be referred to the Director of Estates.
- To organise others and own workload in order to achieve the job.
- To take pride in work acknowledging own limitations and seeking help when required.
- Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance.
- Knowledge of client groups, work groups and the working environment.
- Ability to organise and prioritise own workload and that of others when required.

Skills continued

- Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.
- Ability to maintain accurate and timely records as required by the role e.g. cash returns, client diaries, contractors' schedules, etc.
- Ability to solve basic problems and to identify those that should be referred to a supervisor.
- Ability to understand information and liaise with others accordingly.
- Has written and numeric skills in order to complete more detailed records and reports.
- Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.
- Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc.
- Ability to communicate using information technology as required for the role.

Attributes

- The ability to work well as part of a team;
- A flexible and enthusiastic approach to work;
- Must also be able to work without supervision and prioritise workload accordingly



Benefits at Valley Invicta Academies Trust and The Lenham School

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within The Lenham School but across the Trust;
- A career in an organisation that values individuality and diversity.

Professional development opportunities:

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;

Financial:

- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Access to a range of benefits and discounts through Kent Rewards.

Equipment and facilities:

- A great working environment with some brand new facilities, and further developments in discussion;
- Free car parking;
- On-site catering, reasonably priced for staff;

VIAT also offers access to a range of health, wellbeing and personal support.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.





Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a lifetime of influence beyond.



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