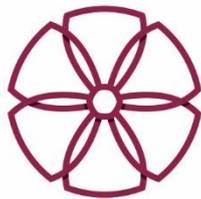


# APPLICANT

# PACK



**Mercia**  
Learning Trust

## CENTRAL TEAM



**Realising Potential. Transforming Lives.**

## Advert

**Post: Buildings Supervisor**

**Contract Type: 37 Hours, 52 Weeks**

**Contract Term: Permanent**

**Salary: Grade 4, £22,369 – £24,496** (for a full time member of staff)

**Start Date: Monday 19<sup>th</sup> February 2024**

We are seeking to appoint a highly organised, motivated and flexible Premises Supervisor to be responsible for site related issues including maintenance, repair and improvements in relation to the buildings at Mercia School (interior and exterior, furniture, fittings and the school grounds).

Mercia School's award winning architectural building was opened in September 2018 and boasts a state of the art building management system, adopting a minimalist interior ensuring high standards of health and safety, cleaning, and maintenance are maintained.

The trust wants every child and member of staff to work in a school (or building or grounds) that is safe, secure, clean, healthy, fit for purpose, well-maintained, increasingly environmentally sustainable, and inspiring. This underpins our educational vision.

Whilst we acknowledge that each school building is different (scale, age, building quality, management, when adopted etc.), we will use pooled resources to maintain and improve our buildings and to ameliorate any difference.

Excellent organisational skills and the ability to work on your own initiative are essential - as is a sense of pride in the work environment. A keen eye for detail and a good range of DIY skills is essential for this role. A working knowledge of COSHH and other statutory Health and Safety Regulations is a distinct advantage. We operate a central facilities service so the team will be on hand to support your professional development as you get to know our school.

Mercia Learning Trust is committed to the growth and development of its staff. You will have access to opportunities for ongoing training and professional development, allowing you to enhance your skills and advance in your career. We promote a supportive and inclusive working environment. You can expect to work with colleagues who are dedicated to providing a positive and nurturing atmosphere for both staff and students.

Other employee benefits include:

- Effective annual and on-going support and appraisal career conversations
- Opportunities to collaborate with colleagues from across the trust on a range of projects
- Access to a secure Local Government Pension Scheme

- Cycle to Work
- Reduced rates with Westfield Health
- Eye Care Scheme
- Occupational Health Support
- Flu vaccination

Working hours will alternative between 6am-2pm and 9am- 5pm. Employees receive a holiday entitlement of 26 days for those with under 5 years' service, increasing to 31 when reaching 5 years. We request annual leave is taken during school holidays with 5 days granted during term time.

If you wish to apply for this role, please submit a Mercia Learning Trust Application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note we do NOT accept CV's or Sheffield City Council Application Forms.

Closing date for applications is **Sunday 29 October 2023**.



Thank you for your interest in this role within Mercia Learning Trust.

Mercia Learning Trust is a highly successful partnership of 4 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest in any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every student, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every student, whatever their background, will attend an exceptional school. We believe students should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to student success and well-being that we choose to think of every student we serve as if they were our own, and to measure our actions and impact against this.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our Trust.

Alongside our students, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams.

This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our Trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French  
CEO



Thank you for your interest in this role within the Central Services Team at Mercia Learning Trust. Our Central Team was established in 2016 and has seen continued growth in capacity and expertise over the last few years.

We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful operation of the Trust and is focused on supporting the improvement of educational standards in all our schools. All of the work carried out by our Central Teams is in relation to the non-teaching and learning aspects of running our schools; Estates, Finance, HR, IT and Payroll.

We want to drive improvement by developing the efficiency of our schools through shared resources. Effective and efficient use of resources supports teaching and learning across the schools and ensures both the long-term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Director of Finance and Operations, I ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all our schools. As a team, we offer a high-quality service to all of the schools within the Trust. This centralised structure relieves the burden of administrative responsibility from schools allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

Charlotte Chance  
Director of Finance and Operations

## Job Description

|                         |  |
|-------------------------|--|
| <b>Post Title:</b>      | <b>Buildings Supervisor</b><br><br>*This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification |
| <b>Grade:</b>           | <b>4</b>   |
| <b>Hours/Weeks:</b>     | <b>37 hours per week / 52 weeks per year</b>   |
| <b>Responsible to:</b>  | <b>Facilities and Estates Manager</b>  |
| <b>Responsible for:</b> | <b>N/A</b>   |

**The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.**

### PURPOSE OF THE POST

- To provide a service to the site consisting of security of the premises, lighting, heating, cleaning, maintenance and operation of the site, handy duties and assist in any premises related issues. To provide an efficient support service to the site users and community groups

### SECURITY OF PREMISES

- To act as a primary key holder
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators
- Lock/unlock premises and check for vandalism/break-ins
- Liaise with emergency services (e.g. Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose pieces of fragmented glass. Tidy up immediate vicinity.

- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
- Make safe gas, water and electric power when locking.

## **CLEANING**

- Responsible for the day to day cleaning of a designated area set to cover absence.
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
- Remove graffiti from internal and/or external walls, windows etc., using appropriate cleaning equipment and materials.
- Monitor and provide reports on cleaning standards and follow up.
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults if necessary.
- Transport refuse to bin/skip areas from agreed collection points.
- Mop up and remove spillage, floods, vomit and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Clear snow off main paths steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean high/walls/internal windows.

## **GENERAL DUTIES**

- Responsible for effective supervision and co-ordination of assistant caretaker(s) to meet the needs to the establishment.
- Monitor/respond to the digital job ticket system
- Provide induction training and continual guidance to familiarise any Assistant Caretakers with agreed procedures and working practices.
- To impart special skills and knowledge to other colleagues as appropriate.
- Maintain close working relationship with the staff and liaise with establishment users as necessary.
- Carry out portorage duties as required including receipt of goods and supplies.
- Regularly check, unblock and clean drains, manholes and gullies.
- Set out/put away furniture and equipment for functions, meetings and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Deal with lost property in accordance with agreed procedure.
- Remove weeds from paths, steps and playground/yard edges.

## **ADMINISTRATION**

- Maintain and use the Trust's Health and Safety digital database to update compliance schedules and any remedial works required.
- Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker.
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Collect or buy good as required for the efficient completion of any caretaking or maintenance job.
- Certification, completion of necessary time sheets, letting sheets, sickness/absence records/holiday records and events diary.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings and liaise with the Facilities and Estates Manager accordingly.

## **MAINTENANCE**

- To monitor all contractor personnel on site and ensure that work is satisfactorily completed.
- Accompany contractor on/off site if necessary.
- Maintain and refer to the log book for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric fixtures and fittings of the building, equipment and furniture.
- Fit or change electrical plug head of competent. Check fuses and replace with manufacturers recommended fuse. Make up extension leads. Check and replace faulty light bulbs, tubes and starters on a regular basis.
- Fuse boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.
- Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
- Ensure boiler room and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
- Check and maintain boilers, update maintenance repair book.

## **GROUND MAINTENANCE DUTIES**

- Weeding of flower beds, tubs and prestige areas.
- Weeding of shrub beds. Prune shrubs using appropriate equipment.
- Grass cutting to small areas of grass.

## **PHYSICAL REQUIREMENTS**

- The successful candidate is expected to be in good health and capable of lifting, including small items of furniture and moving around the site.

To undertake any other duties and responsibilities appropriate to the grade and role following discussion and agreement between the Director of Finance and Operations/Mercia Finance Manager and postholder.

All the above duties and responsibilities to be carried out in accordance with Mercia Learning Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

## **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post will be required to travel and work within any school in the Mercia Learning Trust.

## **GENERAL DUTIES**

- To ensure accurate employee records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- To contribute to the Mercia Learning Trust overall development to ensure that the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.

- Any other duties and responsibilities appropriate to the grade and role.

### PROMOTION OF TRUST VALUES

- To contribute to whole school events as and when required.
- To support and contribute to the Trust’s commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: Sept 2023**

## Person Specification

|                         |  |
|-------------------------|--|
| <b>Post Title:</b>      | <b>Buildings Supervisor</b><br><br>*This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification |
| <b>Grade:</b>           | <b>4</b>   |
| <b>Hours/Weeks:</b>     | <b>37 hours per week / 52 weeks per year</b>   |
| <b>Responsible to:</b>  | <b>Facilities and Estates Manager</b>  |
| <b>Responsible for:</b> | <b>N/A</b>   |

| SPECIFICATION         | ESSENTIAL  | DESIRABLE |
|-----------------------|--|-----------|
| <b>Qualifications</b> | A recognised qualification in Caretaking/ Premises |           |

|                                    |  |   |
|------------------------------------|--|---|
|                                    | <p>Management/ Health and Safety/ Cleaning or previous experience in Caretaking</p> <p>A record of recent training which supports this position</p>  |   |
| <p><b>Knowledge and Skills</b></p> | <p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Safe working practices and understanding of relevant Health and Safety regulations</p> <p>Knowledge of statutory requirements for the maintenance of buildings including asbestos, fire regulations, legionella, and security systems</p> <p>Knowledge of CoSHH regulations</p> <p>Knowledge of Security Issues</p> <p>An effective use of I.T</p> <p>Knowledge of using full range of cleaning equipment and materials</p> <p>Ability to undertake minor repairs and maintenance including the use of powered tools and equipment relevant to the role<br/>(i.e. drill, floor buffer)</p> <p>Knowledge/experience of cleaning processes and the</p> | <p>Analytical, IT, numeracy and literacy skills</p> |

|                           |   |  |
|---------------------------|---|--|
|                           | <p>use of cleaning equipment/materials</p> <p>Ability to deal with a wide variety of service users</p> <p>Ability to lift and carry cleaning equipment and small items of furniture</p> <p>Good communication skills</p> <p>Self-motivated and able to organise and prioritise workload</p> <p>Understands and able to maintain confidentiality</p> |  |
| <b>Experience</b>         | <p>Experience of undertaking a caretaker or site supervisory function</p> <p>Experience of supervising staff</p> <p>Full range of caretaking and cleaning duties</p> <p>Experience of working with a building management system/building automation system</p>  | <p>Experience of writing maintenance programmes</p> <p>Experience of planning and programming work</p> <p>Experience of testing portable electrical equipment</p> <p>Experience of working within a school environment</p> |
| <b>Personal Qualities</b> | <p>Willingness to undertake relevant instruction and training</p> <p>Good work ethic and time management</p> <p>Good analytical/problem solving skills</p> <p>Ability to work as part of a team</p>   |  |

|  |   |  |
|--|---|--|
|  | <p>Flexible attitude to work</p> <p>Commitment to undertaking relevant training and development</p> <p>Capable of moving around the site and carrying out heavy work in line with manual handling</p> |  |
|--|---|--|

## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merciastrust.co.uk](http://www.merciastrust.co.uk)
- Email your completed application to [recruitment@merciastrust.co.uk](mailto:recruitment@merciastrust.co.uk) or post it to:  
MLT Recruitment Team  
Mercia Learning Trust  
79 Glen Road  
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merciastrust.co.uk/careers](http://www.merciastrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or [enquiries@newfield.sheffield.sch.uk](mailto:enquiries@newfield.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@merciastrust.co.uk](mailto:recruitment@merciastrust.co.uk).

Key dates:

- **Closing Date Sunday 29 October 2023**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.