

Pine Green & Evergreen Academy Site and Premises Supervisor

Hours: Permanent Contract, 37 hours per week, whole year working

Salary: SET Grade 6 Spinal Range 20 – 24 £20,903 - £23,541 FTE Salary Per annum

Pine Green Academy is a special day school for 126 children aged 7-16 with Social, Emotional and Mental Health difficulties (SEMH), and shares a site with Evergreen Academy, a special short-term Pupil Referral Unit provision for 32 children aged 4 – 11 with SEMH.

Both schools are at an exciting phase in their development. We are in the fourth year, following academy conversion, now being sponsored by The Shaw Education Trust. We are a small school and PRU where all pupils are well known and understood by our experienced staff, we are proud of our pastoral care which ensures our pupils are well supported.

The Executive Headteacher is seeking to appoint a full time Site and Premises Supervisor for a start as soon as possible. You will be responsible for providing efficient and effective caretaking support to the school, ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school. You will have responsibility for a small team.

Applicants must:

- Hold a NVQ 3 Building Maintenance & Estates Service, or equivalent qualification/experience in a relevant discipline.
- Demonstrate evidence of working as part of a team and or leading a small team.
- Demonstrate evidence of experience of working to contracts and in ordering and managing materials.

You Will:

- Be responsible for security and safety of the school site
- Be responsible for the maintenance and cleaning of the school site
- Be responsible for maintenance and repair of the school site, which may include arranging improvements and undertaking minor repairs, e.g. shelves, unblocking of sinks etc.
- Be responsible for ordering and replacement of relevant site resources, e.g. paper towels, toilet rolls etc.

For full details of the role, please refer to the job description and person specification. We are seeking to appoint a candidate who will take pride in our fantastic schools and ensure along with the leadership team that our children/students have the very best facilities available to them.

The Shaw Education Trust are a growing multi academy trust, which places high achievement at the heart of all we do. We are determined that no child attending a Shaw Education Trust Academy should have their opportunities limited by their background or by their ability.

If you would like to discuss this role and joining our Academies, then please make contact via the recruitment email below and a member of the school team will contact you to discuss further.

Closing date: 22nd October 2021 at 1 pm

Candidate Selection/Interviews: Date to be confirmed

All applications should be sent to recruitment@shaw-education.org.uk

In line with our safer recruitment policy CV's will not be accepted.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and all References, qualifications obtained will be checked for authenticity and accuracy.