Albany Village Primary School

Crossgill

Albany

Washington

NE37 1UA

Tel: (0191) 4155 700

Email: info@albanyvillageprimary.org.uk

Web: www.albanyvillageprimary.org.uk

Head teacher: Mrs C Brown

Vacancy: Site Supervisor : Position Number: 50006278

Grade 3 : Scale Points 7-11 : Annual Salary : £19,554 - £21,166

37 hours per week : all year round : working a split shift over 5 days

Contract: Permanent, required as soon as possible.

The Head Teacher and governing body of this highly successful school are seeking to appoint a skilled, reliable and self-motivated person to take on this extremely important role in the school and become part of the Albany Village Primary school team. We don’t just need a site supervisor; we need someone with high standards who loves to fix, clean, build, paint, garden and take genuine ownership of our school site. This is a highly valued and responsible position and we require a team player who has high standards. Good social skills, as well as being able to show initiative are essential. The person appointed will have total commitment towards maintaining a positive, clean and safe environment for young people, staff and visitors. Previous experience in a similar role or working in a school is not essential, as full training will be given.

We are looking for someone who:-

* Is hardworking, proactive, takes pride in their work, dedicated and reliable.
* Has excellent organisational skills and can prioritise work effectively.
* Acts as a role model and sets personal high standards in the completion of cleaning and other duties.
* Can communicate effectively with outside agencies.
* Is able to maintain effective records related to health and safety and maintenance check procedures.
* Is committed to becoming part of our team.
* Has the ability to promote the school’s ethos and reputation within the community.

In return, we can offer:

* A welcoming and committed team of staff and governors.
* An inspiring group of pupils who are polite and enjoy learning.
* The chance to join a forward thinking team who are dedicated to continuous improvement.
* Opportunities for continual professional development.

Duties will include:

* Opening and closing the school each day and carrying out security checks
* Carry out and record statutory checks and maintain health and safety checks
* Maintenance of property and grounds to a high standard including liaising with contractors
* Monitor site stock and order supplies
* Carry out maintenance and repairs as required
* To act as a key-holder
* To complete other tasks as set out in the job description and other duties commensurate to the role

The successful candidate will be keen to maintain our school environment to a high standard to support children’s learning. They should be able to work effectively as part of the team, look after the safety and cleanliness of the site and also have the ability to work on their own initiative in recognising jobs that require attention, prioritising their own workload, undertaking some heavy lifting, moving and handling and be willing to undertake training and development.

Please note that all holidays associated with this post will need to be taken during school holiday time and the number of holidays will be calculated in line with Sunderland Council Annual Leave Guidance.

If you can share our commitment to working as a whole school team to provide the best possible learning environment for the young persons in our care, we would be very pleased to receive your application.

A visit around the school has been arranged for: **11.00am Wednesday, 11th September 2019.** To book a place on this visit please contact Mrs Wears, Business Manager on

0191 4155 700.

Albany Village Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board procedures. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to an enhanced check from the Disclosure & Barring Service. Successful candidates will also be expected to complete the ‘Disqualification under the Childcare Act’ declaration form in line with our internal safeguarding procedures and in adherence to the Childcare Disqualification Regulations 2009.

**Application forms and further details are downloadable within this advert**, available electronically by sending an email request to [info@albanyvillageprimary.org.uk](mailto:info@albanyvillageprimary.org.uk) or can be collected in person from the school office.

Completed application forms should be returned for the attention of Mrs Wears at [info@albanyvillageprimary.org.uk](mailto:info@albanyvillageprimary.org.uk) or to the postal address above.

**Closing Date: Friday, 13th September 2019**

**Shortlisting: Monday, 16th September 2019**

**Interview Date: Monday, 30th September 2019**