

Job Title	Academy Sites Supervisor	A.S.S
Permanent Position	Grade 8	
37 hours per week.	Salary £29,439 - £33,820	
Full Year		

Codsall Multi Academy Trust are looking to appoint a highly effective Academy Sites Supervisor to join our team. This is a wonderful opportunity to work with forward-thinking staff and be part of a passionate enthusiastic team. We are looking for a committed, experienced and enthusiastic Site Supervisor with practical handyperson skills, excellent health and safety knowledge and skills who can provide their expertise in our schools. In return, we can offer a supportive working environment where all staff are valued.

The school base will be Codsall Middle School. As part of the role there will be 15 hours dedicated site support for Codsall Middle School. The remaining 22 hours to be shared across the Trust's three schools, under the direction of the Chief Finance and Operations Officer, to focus on the key responsibilities and specific duties as detailed in the Job Description.

The postholder will be required to work across our three-school estate. Within the site team there will be an expectation to provide cover for the absence of colleagues and for holiday as required.

We can offer you:

- A welcoming, caring Multi Academy Trust where everyone is valued.
- A dedicated, professional, and motivated staff team who believe in teamwork and building positive relationships across the Multi Academy Trust, school and in the local community.
- A supportive ethos of aspiration, ambition and high achievement for all.
- A dynamic, creative environment, encouraging collaboration and open to innovation.
- Training opportunities.
- A warm, family atmosphere.
- Ambition and vision for all.
- Encouragement to develop new ideas and the opportunity to make a real difference.

The successful candidate will have:

- The motivation to achieve the very best for our schools.
- Excellent inter-personal skills.
- Minimum 12 months experience of a site manager role or similar (working in a supervisory position)
- Be able to understand and apply regulations e.g. health and safety and completing risk assessments.
- Be able to undertake and co-ordinate maintenance tasks across the MAT

- Be able to prioritise own work as well as the teams' workload.
- Strategic capability and problem-solving skills.
- High standards of professionalism, confidentiality and discretion.

You will be expected to:

- Ensure that all compliance checks are completed and documented.
- Work to a high standard and be able to meet deadlines.
- Be courteous in dealing with members of the public and lettings.
- Be a team player who will work well with colleagues across the Multi Academy Trust.
- Meet the criteria within the job description and person specification.

How to apply

Completed application forms should be returned via email. Posts are subject to an Enhanced Disclosure and Barring Service check.

We would encourage interested candidates to visit the schools prior to application, please contact Mrs Richards at the Hub office on 01902 539229 to arrange a convenient time.

Key Dates

Closing date: Tuesday 6th December 2022 @ 9am

Interview date: Friday 9th December 2022 (TBC)

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

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Contact Details
(include address and telephone number)

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