



KINGS'

SCHOOL · WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our mission is simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for all our colleagues to enjoy a fantastic place to work; with respectful, hardworking and highly motivated pupils and staff. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. Our Site Team is pivotal to all school operations and provides an exceptional and invaluable service to the whole school; contributing significantly to our mission.

Our mission and values are not just the aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where our staff thrive because we keep you at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will need:

- To be enthusiastic and hardworking
- Deliver consistently high levels of school maintenance and security
- Often be the first port of contact as a representative of the school
- Ensure security/safety of users, in consultation with the line manager, fix defects and maintain high standards across the entire site
- To play a full part in the life of the school, supporting the aims and ethos of the school





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Advertisement

Job title: **Site Supervisor**

Required: **August 2022 or earlier**

Location: **Kings' School, Winchester**

Salary: **Grade C £19,265 – £20,290**

Hours: **37 hours (52 weeks)**

We are looking for an experienced and competent Site Supervisor to join our excellent School Site team from August 2022. You will assist the Site Manager with the running and management of the school's Site including site security, building maintenance, electrical testing, grounds maintenance and driving.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our website at <https://kings-hants.com/support-vacancies/>

Please submit your application to, recruit@kings-winchester.hants.sch.uk

Closing Date: Midday Friday 1st July 2022

Interview Date: Week commencing 4th July 2022





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description

Job purpose, including main duties and responsibilities:

- Ensure the safety of all pupils as a priority
- Ensure site cleanliness meets Kings' standards
- Form good working relationships with all staff, supporting teaching staff with class maintenance as required
- Monitor performance of contractors raising issues with site manager, liaise with Hampshire County Council regarding specialist maintenance eg. electrical
- Carry out minor repairs to buildings/equipment, assess condition of fittings
- Conduct grounds maintenance
- Monitor stocks and notify appropriate manager of requirements to maintain an effective cleaning/site service
- Maintain an up to date awareness of HCC and Health & Safety policies and procedures applying them throughout the school
- Conduct and record tests of fire equipment and water systems as required by the site manager
- Apply security procedures to the school area and report any discrepancies to the line manager
- Unlock/lock school premises when in session and act as principal key holder in emergencies
- Follow all School and Health & Safety policies and procedures
- Promote good behavior to all pupils, following the schools' behavior policy to ensure pupils remain polite at all times
- Ensure security/Safety of users, in consultation with the line manager, decide if the site or parts of the site are not safe and should be closed to school personnel
- Replacement of equipment by recommendation to Site Manager





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Person Specification

A Qualification and Professional Development	
Full, driving licence	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of a Site Supervisor and the important part played in assisting with the education setting	A/I
Ability to build strong collaborative relationships with, pupils, staff, and external stakeholders	A/I/R
Must have a clear understanding and be committed to safeguarding children	A/I
A proven track record of excellent outcomes in your previous work roles	A/I/R
C Personal Qualities	
Able to build and maintain quality relationships through interpersonal and communication skills	A/I/R
Be a consistent and positive role model and be a highly effective and respected ambassador for the school, modelling and upholding the school ethos and values	A/I/R
Have a pride in maintaining the school site keeping clean, tidy, and safe	A/I/R
Demonstrate personal and professional integrity, including modelling the schools' values and vision	A/I/R
Inspire trust and confidence across the school and community	A/I/R
Be proactive and demonstrate initiative in solving problems	A/I
Ability to demonstrate high standards of performance and to be able to evidence personal development based on lessons learnt and constructive feedback	A/I
Demonstrate resilience and optimism	A/I/R
Ability to promote Kings' School and its values both within the school and the wider community	A/I/R
D Confidential Reference	
Positive recommendation from all referees, including current employer	R





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A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

www.kings-winchester.hants.sch.uk

