

# Braunton Academy



**'Aspire and Achieve'**

**Permanent Part-time Site Supervisor**  
**15 hours per week Mon-Thurs all year round**

**NJC Grade E16 to E22 (£15.33 to £16.93)**  
(NJC pay award pending - will be backdated to 1.4.25)

**Closing Date for Applications: 12 noon on Friday 20<sup>th</sup> June 2025**

**Interviews: Thursday 26<sup>th</sup> June 2025**

***Braunton Academy is rated 'Good' by OFSTED***

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: [www.braunton.academy](http://www.braunton.academy)

Email applications: [recruitment@braunton.academy](mailto:recruitment@braunton.academy)

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 836



Braunton Academy  
**Aspire & Achieve**



**June 2025**

Dear Candidate

**RE: Permanent Part-Time Site Supervisor**

Thank you for expressing an interest in the position of Permanent Site Supervisor within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a highly-respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

This is an exciting position for a suitably qualified candidate. You will be part of both a forward thinking and hugely successful School. Our Academy has a great history with our community, one of longevity and of success.

Please find enclosed the following information to help you formulate your application:

- Advertisement
- Job Description
- Person Specification
- Academy Mission Statement on Learning and Leadership

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application.

Yours sincerely



Mrs Fay Bowler  
**Principal**

# Braunton Academy

## Part-time Site Supervisor

We are looking for someone to join our Site Team as a Site Supervisor working Monday to Thursday. Our Site Supervisors are vital to the Academy in providing all year around general custodial and maintenance service to the Academy ensuring that the site is secure and maintained to the satisfaction of the Principal and the benefit of the students and staff. The post holder is expected to display commitment to the protection and safeguarding of the students of the Academy and support the developed ethos of the Academy.

**Hourly rate:** NJC Grade E16 – E22 (£15.33 - £16.93 per hour)

### **Term time Work Pattern (actual hours to be agreed):**

Week 1 Monday to Thursday 7am – 2.30pm (usually worked over two days)

Week 2 Monday to Thursday 1pm to 9pm (usually worked over two days)

30 minutes unpaid lunch each day

### **School Holiday Periods Work Pattern:**

When both Site Supervisors are on duty the following working hours will apply:-

- Day shift 7.30 am to 4.00 pm Monday to Thursday (days of the week may vary)

If only one Site Supervisor is on duty they would work the early shift and then claim overtime if there are contractors on site. The Estate Manager will usually ask contractors to be off site by 4.30 pm Monday to Thursday. These times will also apply to any staff that are in work during the holiday periods.

### **Guidelines for Annual Leave in School Holiday Periods**

It is the Site Supervisors' responsibility to jointly organise their annual leave. One Site Supervisor should always be on duty. At least two weeks' notice should be given for annual leave or TOIL. Where possible we should have both site supervisor present during the last week of the summer holiday and the first week of the academic year. The Estate Manager will make the final decision on the authorisation of holiday requests.

### **To apply:-**

- Please visit our website: [www.braunton.academy](http://www.braunton.academy) 'Work with Us' section.
- You should download and complete the Academy Application form and email it to: [recruitment@braunton.academy](mailto:recruitment@braunton.academy) by 12.00 noon on **Friday 20<sup>th</sup> June 2025**
- Please note, if you have not heard from us by **Wednesday 25<sup>th</sup> June 2025** you have been unsuccessful.

**For further information about the post and an Academy application form, please visit the Academy [www.braunton.academy](http://www.braunton.academy), Recruitment section or ring 01271-812221 and ask for Mrs Hellmund.**

**To commence:** As soon as possible

**Closing Date for applications:** Noon on Friday 20<sup>th</sup> June 2025

**Interview Date:** Thursday 26<sup>th</sup> June 2025

**To apply, please download and complete the Academy Application form and email it to [recruitment@braunton.academy](mailto:recruitment@braunton.academy)** Please note, if you have not heard from the Academy by Monday 2<sup>nd</sup> December 2024 you have not been successful on this occasion.

**Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.**

**Braunton Academy**  
**Part-time Site Supervisor**  
**Person Specification**

**Evidence source:**                      **AF**    = **Application Form**  
   **I**     = **Interview**  
   **R**     = **Reference**

| <b>QUALIFICATIONS AND TRAINING</b>  |                 |
|---|-----------------|
| <b>Essential</b>  | <b>Evidence</b> |
| 1. A good general education, with GCSEs in English and Maths at Grade C or above, or equivalent   | <b>AF</b>       |
| 2. Knowledge of Health and Safety procedures  | <b>AF/I</b>     |
| <b>Desirable</b>  |                 |
| 3. Professional Qualification in the areas of Workshop / Health & Safety.   | <b>AF</b>       |
| <b>PROFESSIONAL SKILLS AND EXPERIENCE</b>   |                 |
| <b>Essential</b>  |                 |
| 4. Experience of Workshop use and maintenance.  | <b>AF/I/R</b>   |
|   |                 |
| <b>Desirable</b>  |                 |
| 5. Experience in a school setting   | <b>AF/I/R</b>   |
| <b>ABILITIES</b>  |                 |
| <b>Essential</b>  |                 |
| 1. The ability to work constructively in partnership with all stakeholders, i.e. staff and students.  | <b>AF/I/R</b>   |
| 2. The commitment to work in a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination. | <b>I/R</b>      |
| 3. Good organisational skills and the ability to have a flexible and adaptable approach.  | <b>I/R</b>      |
| 4. The ability to manage time effectively.  | <b>R</b>        |
| <b>COMMITMENT</b>   |                 |
| <b>Essential</b>  |                 |
| 1. The promotion of Braunton Academy as a centre of excellence  | <b>I</b>        |
| 2. Reliability in lone working.   | <b>I</b>        |
| <b>PERSONAL ATTRIBUTES</b>  |                 |
| <b>Essential</b>  |                 |
| 1. Ability to work both under own initiative and also as part of a professional team.   | <b>I/R</b>      |
| 2. Willing to undertake additional duties as and when required to ensure the smooth running of the school.  | <b>I/R</b>      |
| 3. Be flexible, adaptable and maintain high levels of energy and enthusiasm coupled with a sense of humour and perspective.                         | <b>I/R</b>      |
| 4. Display commitment to the protection and safeguarding of children and young people.  | <b>I</b>        |
| <b>Desirable</b>  |                 |
| 5. ICT Skills   | <b>AF/I/R</b>   |

**Braunton Academy**  
**Part-time Site Supervisor**  
**Job Description**

Reporting to: Estate Manager/ Principal  
PayScale NJC Scale E Grade hourly rate: £15.33 - £16.93 per hour  
Hours Monday to Thursday

**JOB PURPOSE:**

To provide a general custodial and maintenance service to the Academy ensuring that the site is secure and maintained to the satisfaction of the Principal. The post holder is expected to display commitment to the protection and safeguarding of the students of the Academy and support the developed ethos of the Academy.

**KEY RESPONSIBILITIES**

1. The full security of the premises and its contents. This will include (after 3.30pm) being the Responsible person, (implementing the Academies' Fire and Emergency policy) in the event of a building evacuation.
2. Monitor the cleanliness of the building and where necessary liaise with the contractor's supervisor and the Estate Manager to improve standards.
3. Ensure the daily security of the building is maintained at all times, this should include keeping entrance/exit gates locked as appropriate and locking blocks when they are not in use.
4. General maintenance of the internal and external areas of the site, this includes but is not limited to- Painting and decorating, Basic carpentry (hanging doors, fitting locks, small scale timber repair work), some glazing, small scale room refurbishments in conjunction with external contractors.
5. The portering of furniture, equipment and supplies around the school as they are delivered.
6. Letting duties, promoting the use of school facilities and ensuring that the agreed user requirements are fully met. For lettings at weekends, ensure that the customer is communicated with at the start and end of their booking to ensure all facility requirements are in place. This excludes sports bookings where the customer has access to the site. Two hours overtime is paid for attending the site at the start and end of the booking. Mileage is also paid at the agreed rate if applicable although this is subject to tax. Lettings duties are alternated with the Site Supervisor on late shift covering the weekend letting requirements.
7. Liaise with the Estate Manager in the organisation of contractors on site ensuring that they comply with the Academies' requirements and follow relevant health and safety guidelines.
8. Undertake daily external site cleaning duties and specific internal areas as arranged with the Estate Manager. In the absence of the cleaning contractor, carry out emergency cleaning and internal litter picking. Clean and maintain the Sports Hall floor.

9. Replenish consumables, as required throughout the site.
10. Monitor stock levels and where necessary liaise with the Estate Manager and complete a requisition order for the finance assistant to process.
11. Complete requisition forms for small works requirements and consumables.
12. Ensure that the policies and procedures relating to health and safety regulations are fully observed in person and by other staff.
13. Take part in training as required by the school.
14. Monitor and record utilities usage as required by the Estate Manager.
15. Monitor the grounds/buildings and where necessary liaise with the Estate Manager regarding any action required.
16. Any other duties of a similar level or nature that may be required in support of the day-to-day operation of the site as directed by the Estate Manager.
17. A mobile phone must be carried by the Site Supervisor during all working hours.
18. In the absence of the Estate Manager urgent unforeseen repair works should be organised with an appropriate contractor. Inform the Finance Manager/Principal of your actions.
19. Available time in the evening shifts should be given to maintenance projects/tasks, although the use of mains power tools and working at height (ladders/roofs) should be avoided. The Estate Manager will have a live weekly updated log of current small projects.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.