



ST JAMES'  
CATHOLIC HIGH SCHOOL



## Assistant Site Supervisor

Candidate Information | September 2026



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

At St James' we are proud of our latest Ofsted report, where all aspects of the school were judged to be either of an expected or strong standard (OFSTED 2026). The Diocese of Shrewsbury judged our school to be a "Good" Catholic school with "Outstanding" areas (CSI 2024). Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. We are located in Stockport, South of Manchester.

St James' is a highly academic performing school:

- In 2026, **72% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **52% achieving a Grade 5 or above in both English & Mathematics**
- **100 grade 9s and 147 grade 8s were awarded to our students in 2026**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Caroline Griffiths-Davies, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamestheadle.co.uk](mailto:headteacherpa@stjamestheadle.co.uk)

**Anthony Pontifex**  
Headteacher

Job Advertisement: The Governors wish to appoint a



## Assistant Site Supervisor Full time, Permanent (37 hours per week), all year round Scale 4 £27,274- £29,071

Mon- Thurs – 06:15am – 2:15pm, Friday 6:15am-1:45pm.

Or

Mon- Thurs – 10:45am – 6:45pm, Friday 11:00am-6:30pm.

Working pattern to be agreed

(Hours may vary during the year due to planned events and school holidays)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School where all aspects were judged to be either of an expected or strong standard by OFSTED in April 2026.

The Diocese of Shrewsbury judged our school to be an "Good" Catholic school with "Outstanding" areas (CSI 2024).

The governors of the school wish to appoint an Assistant Site Supervisor

**Closing Date: Wednesday 7<sup>th</sup> October 2026, 12noon**

**Interviews: Friday 9<sup>th</sup> October 2026**

Please note a current CES application form (version 14) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# Assistant Site Supervisor

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

## Purpose of the post

- To support the Site Manager in all premises related aspects across the school

## Responsibilities

- To ensure that the premises are kept secure and safe and in good working order
- To be responsible for the lighting and heating of the premises as directed
- To undertake handyperson duties as appropriate and with due regard to health and safety legislation
- To undertake portering duties
- To participate in staff training programmes and to carry out all other duties in a responsible manner with due regard to the school's Health and Safety Policy
- To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained
- To ensure that accidents at work and defects of equipment, machinery and buildings are reported appropriately
- To undertake overtime duties e.g. related to the authorised use of the premises outside of normal school hours
- To undertake the general cleaning duties including school floors
- To assist appropriate authorities when carrying out inspections of the school
- To have an involvement in other activities as may be assigned from time to time by the headteacher
- Supervise the cleaning team as required

## School Ethos and Culture

- Promote the school's ethos and culture to the broader community

## Other Specific Duties

Many specific responsibilities will require collaborative working with other team members which, as the Assistant Site Supervisor, you will develop proactively.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. This post is subject to Enhanced DBS disclosure.

The post holder will be expected to comply with all reasonable requests from the Headteacher and Senior Site Manager to undertake work of a similar level that is not specified in their job description.



# Assistant Site Supervisor

| Job Requirements                                                                                                       | Status of Criteria |           | Method of Assessment |                |
|------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|----------------------|----------------|
|                                                                                                                        | Essential          | Desirable | Application          | Interview/task |
| <b>Training and Qualification</b>                                                                                      |                    |           |                      |                |
| Good standard of education                                                                                             | ✓                  |           | ✓                    |                |
| Commitment to personal/professional development                                                                        | ✓                  |           | ✓                    |                |
| <b>Experience</b>                                                                                                      |                    |           |                      |                |
| Experience of working in a school environment                                                                          |                    | ✓         | ✓                    |                |
| Basic site maintenance experience and ability (cleaning, heating, plumbing, carpentry, electrics etc.)                 | ✓                  |           | ✓                    |                |
| <b>Professional Knowledge</b>                                                                                          |                    |           |                      |                |
| Knowledge of and commitment to relevant school policies including Safeguarding/Child protection and Health and Safety. | ✓                  |           | ✓                    | ✓              |
| <b>Personal Skills and qualities</b>                                                                                   |                    |           |                      |                |
| Supportive of the ethos of a Catholic School                                                                           | ✓                  |           | ✓                    | ✓              |
| Ability to work as part of a team                                                                                      | ✓                  |           | ✓                    | ✓              |
| Able to work under pressure and manage own workload and commitments through excellent time management skills           | ✓                  |           | ✓                    | ✓              |
| Ability to carry out manual handling tasks requiring a level of physical fitness                                       | ✓                  |           | ✓                    | ✓              |
| Good interpersonal skills and able to communicate effectively with a range of people                                   | ✓                  |           | ✓                    | ✓              |

# Contact

**Caroline Griffiths-Davies**

PA to the Headteacher

0161 482 6900

[headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

[www.stjamescheadle.co.uk](http://www.stjamescheadle.co.uk)

St James' Catholic High School

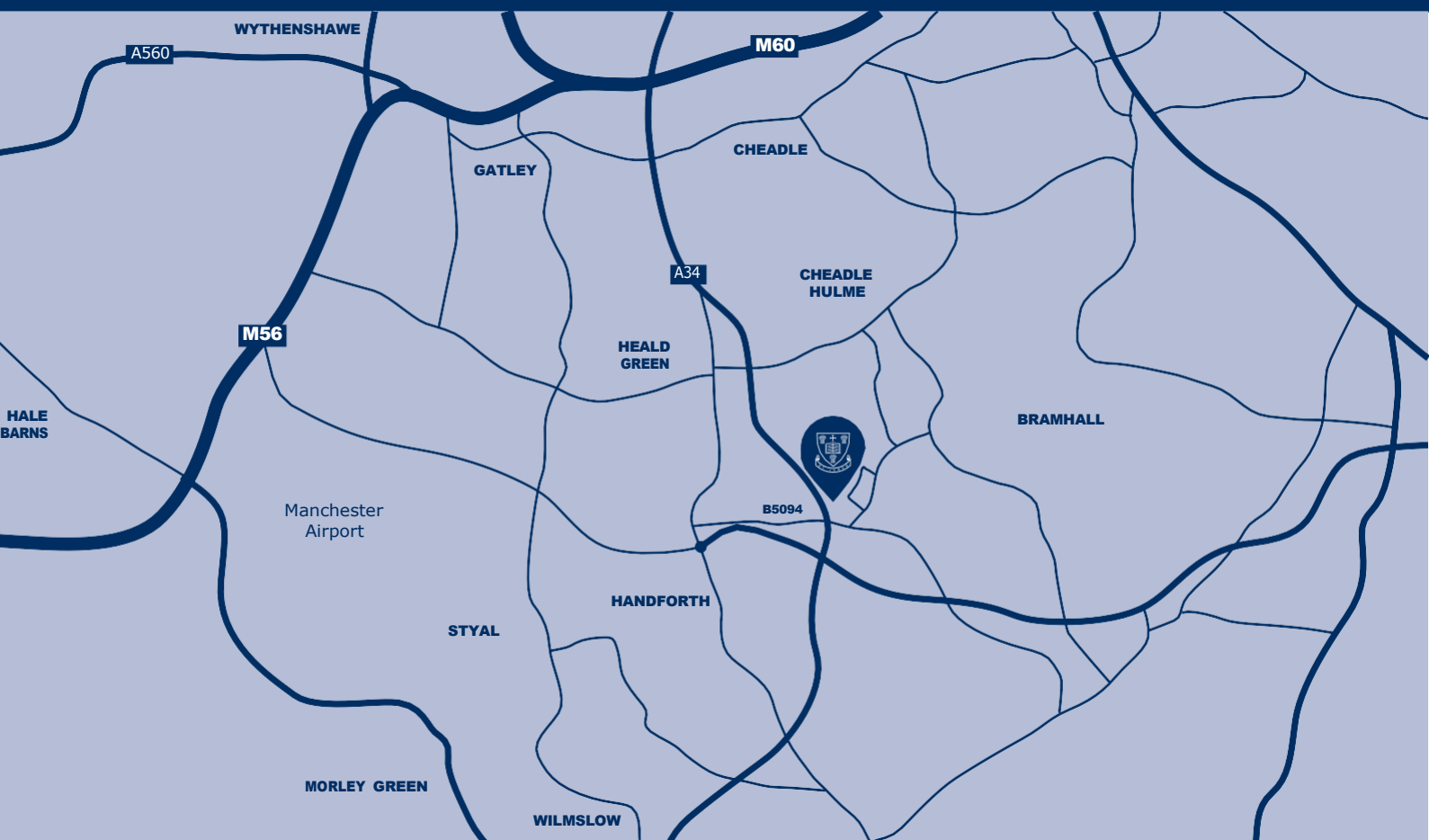
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26