

# Lead Site Supervisor

## Candidate Information Pack

**Closing Date: 9.00am, Monday 11<sup>th</sup> May 2026**



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# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Executive Headteacher

Dear Applicant,

We are seeking to appoint a committed Lead Site Supervisor to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards,



Catherine Jukes  
Executive Headteacher



# Lead Site Supervisor

**Job Title:** Lead Site Supervisor

**Location:** Laurence Jackson School (Guisborough)

**Start Date:** Monday 1<sup>st</sup> June 2026

**Actual Salary:** £32,061 to £33,699 (Grade I, SCP 19 to 22)

**Hours of Work:** 37 hours per week, Monday to Friday, Whole Time

**Contract Type:** Permanent

**Closing Date:** 9.00am, Monday 11<sup>th</sup> May 2026

**Interviews:** Thursday 14<sup>th</sup> May 2026

## About the Role

We are seeking to appoint an experienced Lead Site Supervisor to work under the direction of the Facilities Manager and have responsibility for the day-to-day management of the school buildings and grounds. The successful candidate will also undertake inspections of the site in respect to appearance, maintenance and Health & Safety and manage and monitor building cleaning and deal with contractors on site. The successful candidate will be required to supervise staff and be accountable for a budget spending.

## About Us

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

## How to Apply

Please make sure that the application form is completed and returned via email to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Jukes, Executive Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

## Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Laurence Jackson School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

# Job Description

<b>POST TITLE:</b>	Lead Site Supervisor
<b>GRADE:</b>	Grade I, SCP 19-22
<b>REPORTING TO:</b>	Facilities Manager
<b>JOB PURPOSE:</b>	<p>To work under the direction of the Facilities Manager, having responsibility for the day-to-day management of the school buildings and grounds.</p> <p>Undertake inspections of the site in respect to appearance, maintenance and Health &amp; Safety.</p> <p>To manage and monitor building cleaning and deal with contractors on site.</p> <p>Supervision of staff and be accountable for a budget spending.</p>

<b>MAIN (CORE) DUTIES</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To ensure the general security of the school's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Authority and Governing Body.</li> <li>• To supervise, monitor and direct the site supervisors, daytime cleaner and ensure that the school premises are safe, clean and operational.</li> <li>• To ensure the project agreement is adhered to, in particular schedule 23 - access to work, schedule 3 - the soft services protocol and schedule 24 - change protocol.</li> <li>• To carry out first line repairs and maintenance.</li> <li>• Identify and report works beyond in-house capability to the FM contractor as set out in the project agreement.</li> <li>• To carry out planned preventative maintenance tasks as set out in schedule 3, the soft services protocol.</li> <li>• To undertake general portage duties.</li> <li>• To ensure that the premises are open for use and securing the premises after use.</li> <li>• To be responsible for supervising both Trust employees and outside agencies on site with regard to repairs and maintenance of the school building.</li> <li>• To inform the Leadership Team and liaise with appropriate personnel regarding inconsistencies after evaluating works carried out on the premises.</li> <li>• To be responsible for a maintenance budget.</li> </ul>
<b>Security Access</b>	<ul style="list-style-type: none"> <li>• To be named key holder for the school premises.</li> <li>• Routine opening and securing of buildings and grounds (including patrolling of premises).</li> <li>• Regular checking of security devices/systems and setting of the alarm system where provided.</li> <li>• Regularly inspect school site boundary fencing and gates and ensure repairs are made as required.</li> <li>• Clear and salt main paths and outdoor areas when necessary.</li> <li>• Ensure that all outside areas and paths are free from hazard and debris, e.g., glass, leaves, etc.</li> <li>• Assist with Evacuation and lockdown drills.</li> <li>• Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school's policy, i.e., notify Police of malicious damage, obtaining a crime reference number; request repairs to be carried out.</li> </ul>

	<ul style="list-style-type: none"> <li>To prevent trespass on the school site, referring to the Head Teacher, other teaching staff or Police, where necessary.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Act as Health and Safety Officer and Responsible Person (Fire Officer) for the site.</li> <li>Ensuring that the school site is safe and in good order (refer to the school's 'Risk Assessment' Guidelines).</li> <li>Ensure compliance inspections are completed as required such as legionella checks, first aid equipment checks (AED), site checks.</li> <li>Ensuring weekly fire alarm tests are carried out, ensure all call points are tested, as minimum, annually and update the school's fire log book and rectify any issues that may arise with the appropriate maintenance contractor and inform relevant staff within the Trust.</li> <li>Ensuring that protective clothing is worn and that safe methods are adopted, and that Health &amp; Safety rules are adhered to by staff and contractors.</li> <li>Ensure that up to date Asbestos information is available and that checks and inspections are carried out prior to any work undertaken within the school by the site team and/or external contractors and update on site asbestos register accordingly.</li> <li>Ensure the contractor is compliant with schedule 23 of the project agreement (access to work) and report any breaches to the Facilities Manager.</li> <li>To attend appropriate Health &amp; Safety training courses.</li> <li>Ensure that areas involved with 'illnesses are cleaned and disinfected.</li> <li>Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position.</li> <li>To report and investigate all accidents, incidents or near misses.</li> <li>Support traffic management during peak times and school events.</li> </ul>
<b>General Maintenance</b>	<ul style="list-style-type: none"> <li>Carry out repairs and maintenance of a semi-skilled nature whilst adhering to any health and safety requirements.</li> <li>Reporting, to the FM contractor, any repairs and maintenance work required at the school which is beyond the competence of the site supervisor staff.</li> <li>Ensuring quotes are sought for small / ad hoc works in line with trust policies.</li> <li>To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary.</li> <li>Liaising with the school finance team for the requisition of supplies and repairs and maintenance.</li> <li>Checking all lighting on site and replacing/organising repairs as necessary.</li> <li>Carrying out specific procedure in the event of fire, flood, accident or major damage.</li> <li>Ensuring that all cleaning equipment is in a safe and efficient working condition.</li> <li>Emptying bins on a regular basis and ensuring that storage bin areas are kept clean and tidy.</li> <li>To litter pick the site daily to ensure it is presentable and prevent pests.</li> <li>Ensuring that windows are cleaned to an appropriate level.</li> <li>Ensuring all on site signage is relevant, clean and legible.</li> <li>Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities.</li> </ul>
<b>Portage</b>	<ul style="list-style-type: none"> <li>Moving furniture and equipment around the school premises, as requested.</li> <li>Taking delivery of goods ordered by the school and storing if required.</li> </ul>
<b>Heating Systems</b>	<ul style="list-style-type: none"> <li>Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school.</li> <li>Carrying out frost procedures when necessary.</li> <li>Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with BMS control operators and maintain adequate heating schedules throughout the year.</li> <li>• Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Facilities Manager.</li> </ul>
<b>Grounds Maintenance</b>	<ul style="list-style-type: none"> <li>• Ensuring that all external areas and paths are clean and free from litter and excrement.</li> <li>• Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish.</li> <li>• Emptying outside litter bins and keeping areas around the school premises litter free.</li> <li>• Ensure upkeep and maintenance of fields, shrubbery area and bushes within the school grounds and along the perimeter fencing.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Show a duty of care and take appropriate action to comply with Health &amp; Safety requirements at all times</li> <li>• Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.</li> </ul>
<b>Staff Supervision</b>	<ul style="list-style-type: none"> <li>• Supervision of a small team of staff such as other site supervisors and daytime cleaner – organise, evaluate and appraising their work plus additional responsibility for budget expenditure.</li> </ul>
<b>Responsibility for Finance</b>	<ul style="list-style-type: none"> <li>• To be financially responsible for any purchase cards held in the School's name, in order to purchase larger items of equipment and materials required by the school.</li> <li>• Ongoing responsibility for a repairs and maintenance budget.</li> <li>• Provide a contributory role in the budget setting procedure.</li> <li>• Accountable for budget expenditure and monitoring in line with repairs and maintenance.</li> </ul>
<b>Safeguarding – Promoting the Welfare of Children and Young People</b>	<ul style="list-style-type: none"> <li>• To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.</li> <li>• To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.</li> </ul>

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

# Person Specification

Criteria	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Basic skills/induction</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• HEALTH &amp; SAFETY training</li> <li>• Team Leading or First Line Management Qualification</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• DIY experience at a similar level of a semi skilled craftsman</li> <li>• Management and maintenance of premises, including security</li> <li>• Site inspections in respect of appearance, maintenance and Health &amp; Safety</li> <li>• Staff supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Experience of working with heating systems</li> <li>• Budget experience</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety requirements</li> <li>• Knowledge of security systems and procedures</li> <li>• Understanding of appropriate cleaning methods and standards</li> <li>• Good IT skills. Ability to work with digital technology to complete compliance surveys/inspections/reports</li> <li>• Ability to work and communicate with digital/online systems</li> <li>• Good DIY skills</li> <li>• Ability to follow and comply with instructions on equipment/machinery</li> <li>• Good communication skills and the ability to work effectively with a wide range of people</li> <li>• Able to deal with emergencies outside normal working hours, following set procedures</li> <li>• Ability for some heavy lifting</li> <li>• Is able to prioritise daily workload</li> <li>• Able to supervise staff</li> <li>• Ability to work on own initiative and independence</li> </ul>	
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Reliable and approachable</li> <li>• Flexibility</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	

# How to Apply

Application forms and further details are available on the Trust's website –

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Jukes, Executive Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## **Confidential References**

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## **Job Description**

Details the main responsibilities for this post and the personal and professional qualities required.

## **Person Specification**

Sets out the criteria to be used for the shortlisting process.

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**Interviews to be held: Thursday 14<sup>th</sup> May 2026**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.