



ELLESMERE PORT

Catholic High School

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



The highest
quality of
Teaching

The highest
quality of
**Pastoral
Support and
Guidance**

The highest
quality of
Leadership

The highest
quality of
**Extra-
Curricular,
Enrichment
and
Volunteering
Programmes**



With 970 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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September 2025

Dear Applicant,

Site Maintenance Supervisor

Grade 5 £25,988 - £28,141

37 hours per week, Full year

Thank you for your interest in the post of Site Maintenance Supervisor at Ellesmere Port Catholic High School. This is a key position, with the successful candidate playing a vital role in the smooth running of the school. Responsibilities will include site security, timely building maintenance and repairs, supporting the Operations Manager in monitoring contractor performance, and ensuring compliance with Health & Safety requirements. As the school continually invests in improving its facilities through small building projects and refurbishments, practical trade skills would be a valuable asset.

The role is hands-on, working as part of a dedicated site team to provide a school-focused service for staff, students, and visitors. The ideal candidate must be committed, reliable, and flexible, as some duties may occasionally fall outside normal working hours.

We are seeking someone with a genuine interest in site management within a school environment and a passion for creating and maintaining an excellent learning environment that supports student success

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work well within a team.

Enclosed is a copy of the job description, person specification and application form. Please complete the application form in full, CVs will not be accepted as a substitute for the information required.

The closing date for the receipt of applications is **9.00am on Thursday 2nd October 2025** with Interviews Monday 6th & Tuesday 7th October 2025. Completed application forms should be e-mailed to Human.Resources@epchs.co.uk or posted to the school address for the attention of Miss T Moore.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.chs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





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Site Maintenance Supervisor

Grade 5 £25,988 - £28,141

37 hours per week, Full year

In addition to the above, we offer an employee assistance Programme to you and your family, continued professional development, an excellent staff wellbeing Programme, and an attractive pension scheme.

Governors are seeking to appoint an experienced Site Maintenance Supervisor. The successful candidate will be key to the smooth running of the school, with responsibilities covering site security, building maintenance and repairs, and Health & Safety compliance. As the school continually looks to improving the facilities through small building projects and refurbishments, experience in a trade would be a valuable advantage

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work well within a team & manage a team effectively.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Thursday 2nd October.

Interviews will be held Monday 6th & Tuesday 7th October 2025.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to enhanced DBS check and online search.



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JOB DESCRIPTION

JOB TITLE	Site Maintenance Supervisor (with staff) (Secondary School)	JOB REF NO	AAAE5001
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BASIC JOB PURPOSE

- To be responsible for the security of the premises and its contents; including being the registered key holder.
- To ensure that the lighting and heating systems are in good working condition.
- To supervise the maintenance team of their day-to-day responsibilities, being responsible for the maintenance across the school alongside of any reactive maintenance.
- To undertake minor repairs and portage duties.

	MAIN RESPONSIBILITIES
1	Maintain the school buildings by carrying out repairs and improvements to ensure the school meets its responsibilities and remains compliant with regulations.
2	Monitor and operate the school's engineering systems (including heating, water, and related services) to ensure they are functioning effectively and efficiently. Report any faults or irregularities promptly to management and take appropriate action where possible to maintain performance. The role includes working proactively to maximise energy efficiency, minimise waste, and ensure the most economical and sustainable use of fuel and water in line with the school's operational and environmental responsibilities.
3	Supervise maintenance staff, cleaning staff, letting officers and monitor work being carried out by them.
4	Discuss with and monitor the work of contractors engaged by school and the Trust to ensure specified standards are achieved.
5	Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary to provide satisfactory security arrangements.
6	Monitor and maintain Health & Safety standards, reporting any non-compliance with the school's statutory obligations, and ensuring that all contractor work adheres to Health & Safety regulations.

7	Organise and carry out a range of portering and cleaning duties to support the effective running of the school. This includes setting up and moving heavy furniture and equipment as required for classes, meetings, and events, as well as ensuring areas are kept clean, safe, and ready for use. The role will involve working flexibly to make the most efficient use of school resources and to provide practical support to both staff and students.
8	Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
9	Carry out banking duties as required by the school.
Not Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

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PERSON SPECIFICATION

IMPORTANT

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If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: SITE MAINTENANCE SUPERVISOR

GRADE: 5

JOB REF NO: AAAE5001

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none">➤ Basic English & Maths.➤ Evidence of Continuing Professional Development.	<ul style="list-style-type: none">➤ Relevant Building Trade, such as joinery, plumbing, electrical work etc.	<ul style="list-style-type: none">➤ Application Form➤ Interview➤ Certificates➤ On the job training & experience
EXPERIENCE	<ul style="list-style-type: none">➤ Key Holder➤ Good communication skills➤ Knowledge and use of power and hand tools➤	<ul style="list-style-type: none">➤ Line Manager responsibility.➤ Experience of working in an educational background.➤ Ensuring all cleaning and maintenance work on site is undertaken in a safe manner; ensuring contractors follow health and safety procedures.➤ Carrying out minor repairs; calling out contractors and co-ordinating their work for more serious repairs.➤ Monitoring, operating and maintaining site security systems including	<ul style="list-style-type: none">➤ Application Form➤ Interview➤ On the job training & experience

		opening and closing of buildings.	
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> ➤ Working with external contractors. ➤ Building maintenance skills & knowledge of specialist cleaning techniques. ➤ Breakdowns, faults & repairs - identification and calling out of appropriate contractor. ➤ Understanding of Health & Safety Legislation (including COSHH) and school/Trust procedures. 	<ul style="list-style-type: none"> ➤ Raising of Purchase requisitions as required for school cleaning & maintenance. ➤ Create & maintain reports for Operations Manager. ➤ Setting up rooms and facilities for events and functions (e.g., parents' evenings, school plays, any joint use facilities managed by the school or the Trust). ➤ Site Services and their location & Isolation points. ➤ To supervise, coordinate and carry out maintenance. 	<ul style="list-style-type: none"> ➤ Application Form ➤ Interview ➤ Certificates ➤ On the job training & experience
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ➤ Planning and timetabling of work. ➤ Knowledge of school site & plant. 	<ul style="list-style-type: none"> ➤ To facilitate smooth operation of school activities. ➤ Setting/operating security & fire alarm systems 	<ul style="list-style-type: none"> ➤ Application Form ➤ Interview ➤ Certificates ➤ On the job training & experience

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

Contact Details:

<div>1</div> <div>Phone</div> <div>0151 355 2373</div>	<div>2</div> <div>HR Email</div> <div>Human.Resources@epchs.co.uk</div>	<div>3</div> <div>Admin Email</div> <div>Admin@epchs.co.uk</div>	<div>4</div> <div>Website</div> <div>www.epchs.co.uk</div>	<div>5</div> <div>Address</div> <div>Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</div>
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“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ

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