

THE CHURCH OF ENGLAND
THE NATIONAL SOCIETY
OUTSTANDING

AD GLORIAM DEI

# Site Supervisor Vacancy

Grade 5

January 2027

That person is

*like a tree*

planted by streams of water, which

*yields its fruit*

in season and whose leaf

**does not** wither

*whatever they do*

*prospers.*

Psalm 1:3



# A LETTER FROM THE HEADMASTER

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Site Supervisor** at St Christopher's. This vacancy will provide the successful candidate with the opportunity to work in a very strong department and an **Outstanding** 11-18 Church of England high school.

The successful candidate will join a joyful, flourishing and thriving school. The staff are hard-working, reflective and collegiate in approach. Our pupils are a delight and parents are very supportive. We are always oversubscribed in Year 7 and the Sixth Form, although we take nothing for granted. This year, for example, well over 800 pupils applied for one of our 195 places. St Christopher's is a rewarding place to work and to develop professionally. The school engenders real loyalty from all who are associated with it.

The application form should be completed electronically and emailed to **vacancies@st-christophers.org**, marked for the attention of Mrs Grimshaw, my PA. It should be accompanied with a supporting letter of not more than two sides of A4 paper, in 11 point font, explaining your suitability for the post, including reference to your skills, experience and a flavour of your vision for teaching at St Christopher's.

The closing date for applications is **Wednesday 25th November 2026** (midday) and interviews are planned for Wednesday 2nd December 2026. With a start date of January 2027.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email my PA Mrs Grimshaw (c.grimshaw@st-christophers.org).

I took up my present position at St Christopher's in September 2013 and still recall the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.



Yours sincerely,

R.D. Jones

**R D Jones**
Headmaster

*"The clear Christian vision of the senior management team (SMT), ably led by the headteacher and well supported by governors and the director of spirituality, ensures that the academy is a caring and inclusive community in which learners flourish as 'children of God'."*

**SIAMS**

# ABOUT ST CHRISTOPHER'S

## Introduction

St Christopher's is a highly successful and popular 11-18 co-educational Church of England single academy with 1,300 pupils and students on roll. We are situated in the Lancashire town of Accrington close to the Ribble Valley. Good motorway links mean that Preston, Burnley, Blackburn, Manchester, and North Yorkshire are all within a 30–40-minute car journey. The school is situated in a pleasant setting with views towards Pendle Hill.

Our pupils come from a wide catchment area. Pupils join us in Year 7 from over fifty primary schools, and the sixth form receives students from around thirty secondary schools. We enjoy an enviable reputation, built-up over many years, for providing high quality education for a comprehensive intake of pupils. Our reputation means that we are a popular school, and always over-subscribed. However, we do not allow ourselves to become complacent, always striving for higher standards in all areas. This year, for example, well over 800 applications were received for the 195 on offer. Ten per cent of our pupils are eligible for the Pupil Premium and 3% are from minority ethnic groups.

Our teaching comprises of 80 teachers and 12 teaching assistants. The core Senior Leadership Team is substantively the headmaster, one Deputy Headteacher, one Senior Assistant Headteachers, three Assistant Headteachers, and the school Business Manager.

The school's commitment to learning extends to staff as well as pupils; there is a well-developed support structure for early career teachers and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop and further improve the quality of teaching and teachers are encouraged to think deeply about how pupils learn. Whilst we appreciate the contribution that technology can play in assisting learning, we remain committed to the idea that it is the teacher who makes the difference.

## Academic results

Our pupils achieve very well, and all move on to high quality destinations. This year over 80% Year 11 pupils gained 5+ GCSE passes at grades 9-4, including English and mathematics. Our Sixth Form, which opened in 2010 and now has over 300 students studying A-level, achieved impressive results, with 84% of students gaining A*-C. Attainment and progress are at record levels.

The school has grown significantly in recent years, but this period of change has been managed without compromising the high standards of pastoral care and academic achievement for which we are well known.

## Curriculum

We offer a genuinely broad and balanced curriculum to all year groups rooted in a strong and coherently expressed sense of educational purpose and intent. Pupils acquire the skills, concepts, knowledge, and skills necessary to prepare them to take place their place as active and successful citizens of the 21st century.

At Key Stage 3, subjects are taught according to the National Curriculum guidelines and a wide range of proven learning styles are used to ensure that all pupils are engaged and able to progress. Teachers use their expertise to identify the key knowledge that pupils need, and this helps pupils to strengthen their knowledge and deepen their understanding.

In Years 10 and 11, all pupils follow a core curriculum of English, mathematics, science, RE, PSHE and RE. In addition, pupils select courses from a wide range of GCSE options. Pupils are encouraged to study the EBacc suite of qualifications, with the most able following separate science courses.







Nearly thirty A-level courses are offered in the Sixth Form. Most students continue to study four subjects for most of the Lower Sixth and continue with three of these in the Upper Sixth. All sixth formers participate in our extensive enrichment programme. A wide range of options are available including pre-professional work experience, sports academies, archery, and dance. Most students progress to university with many making successful applications to Russell Group universities including Oxford and Cambridge.

The curriculum is based around five sixty-minute periods per day, organised as a two-week 48 lesson timetable.

## Extra-curricular activities

Pupils are encouraged to participate in a wide range of extra-curricular activities including the largest school-based Duke of Edinburgh Award Scheme in Lancashire, an award winning eco group, and a vibrant music department which enjoys a national reputation. Opportunities for foreign travel are numerous, including, in recent years, visits to India, Iceland, USA, Paris, Rome and Barcelona.

All staff are encouraged to participate to the extra-curricular life of the school and contribute in any way they can.

## Pastoral care

The Heads of Year and Form Teachers (Personal Tutors in the Sixth Form) have responsibility for the welfare, academic progress, and discipline of the pupils in their care. Time is set aside each day to enable form teachers to get to know each pupil as an individual.

Pupils are offered many opportunities to accept positions of responsibility in addition to the senior roles of prefect, Head Boy, and Head Girl. Pupil Voice is active and encouraged and most notable through the work of an active School Council.

## Spiritual care and worship

St Christopher's opened in 1958 to educate the children of Church going families of east Lancashire. Admission to the main school is primarily based on parental patterns of worship at churches recognised by Churches Together or the Evangelical Alliance.

The school motto of 'Ad Gloriam Dei' informs all that we do. We try to establish caring attitudes and lasting values through worship and work done in the classroom, as well as, on a more practical level, supporting charitable appeals.

Each school day begins with an act of worship within the Anglican tradition. A Chaplaincy Team supports our worship and pastoral work, each year group having its own chaplain.

At the last SIAMS inspection (2016) the school was judged **Outstanding in all areas**.

## Ofsted

The school was inspected by Ofsted in December 2016 and was judged to be Good with several Outstanding areas. Inspectors reached some telling judgements.

- **'Leaders have created an ambitious culture. Pupils are expected to become the best they can be, both academically and socially.'**
- **'Pupils' attendance is excellent.'**
- **'The work the school does to keep pupils safe is exemplary.'**
- **'The behaviour of pupils is outstanding.'**
- **'Tolerance and respect are strongly evident throughout the harmonious school community and the warm and inclusive ethos permeates every aspect of the school's work.'**
- **'Pupils are proud of their school. Pupils of all abilities demonstrate resilience and enthusiasm in lessons.'**
- **'Attainment is at record levels.'**

These judgements were confirmed in our Section 8 report which was published in May 2022.

We all work hard to ensure that every child at St Christopher's is known, supported, and challenged. In the words of one of our former students…

***"I am still not sure what I want to be but after studying at St Christopher's I know who I want to be."***

*"St Christopher's Christian virtues give all pupils a caring, structured environment in which we flourish into capable and successful young adults. Our school ethos establishes a compassionate atmosphere that guides us to become positive, appreciative members of the St. Christopher's family."*

**Daniel - Head Boy**

# WHAT'S IT LIKE TO WORK AT ST CHRISTOPHER'S?



**Linda (main scale teacher of science)**

*"St Christopher's saved my teaching career! My last job in teaching left me feeling demoralised and wanting to get out of the profession but here I feel supported and appreciated. The staff are unbelievably welcoming and the pupils are hard-working, conscientious and respectful."*

**Margaret (reprographic technician)**

*"My work-life balance has flourished since taking on this role. The staff form a great team and are dedicated to inspiring all pupils. I know that I am valued and enjoy every day working at St Christopher's."*





**Rebecca (Wellbeing and Senior Mental Health Lead)**

*"Joining the staff team four years ago I instantly recognised that St Christopher's is a school that cares for its staff. I feel privileged to work alongside an array of skilful colleagues whose shared goal is to maximise the potential of our pupils. At St Christopher's we all flourish."*

**Scott (ECT Science)**

*"St Christopher's has provided me with the skills and knowledge to thrive in the classroom since starting as an ECT. Teaching is tough and so it is good to know that my wellbeing is considered and that I am provided with the autonomy to try out new ideas and approaches, safe in the hands of supportive middle leaders and senior leadership team."*





### Sian (upper pay range teacher of English)

*"Joining St Christopher's helped me fall back in love with teaching. This is a school which is committed to creating well-rounded pupils and which takes its responsibilities at the centre of the community very seriously. While the school maintains its reputation for academic excellence, it is this emphasis on the wider impact of education which makes St Christopher's a unique and special place to work."*

### Devaki (PSHE and Careers Lead)

*"The school is more than just a place to work. St Christopher's is a school community in every sense of the word, where staff genuinely care about the well-being and personal development of the pupils and students in their care, and support one another in doing so."*





### Peter (Catering Manager)

*"I came to St Christopher's having worked in schools and for a multi-academy trust and I've been delighted with the warmth of the welcome that I've received. From the headmaster down there is a deep sense of connectedness and desire to pull together for the sake of the whole community. St Christopher's has given me the trust and encouragement to deliver positive changes across my area of responsibility, improvements that have allowed the children to thrive and grow."*

### Ebony (middle leader and teacher of mathematics)

*"St Christopher's is a fantastic place to work. It is more than just a school, it is a community of pupils and staff who look out for each other and strive to be the best version of themselves. I have worked here for four years and been offered great opportunities to advance and progress."*



# JOB DESCRIPTION

**Post Title:** Site Supervisor

**Scale:** Grade 5 (Spine Point 6-11)
**Hours:** 37 hours per week (10am - 6pm)
**NJC Conditions:** Full-time/Permanent

**Actual Total Salary:** £25,989.00 - £28,142.00 (pay award pending)

**Responsible to:** Headteacher / Deputy Headteacher / Site Manager

## Main Purpose

Acting with limited supervision, the postholder will manage a team of site staff or a large cleaning team, organising the work of the team and identifying and prioritising maintenance requirements and preparing work programmes. The postholder will be accountable for an agreed budget and will assist the Headteacher in the promotion of school premises. Other responsibilities include acting as Health & Safety Officer for site related matters, and related resources to the agreed quality standards and assisting in the drawing up of specifications for contractors. In schools where contract cleaners are engaged, the postholder will ensure the cleanliness of the School premises and furnishings, monitoring compliance with the contractor and report issues in relation to non-compliance to senior management.

## Key Responsibilities:

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts.

**Security & Supervision**

- To organise and manage the work of the caretaking and cleaning team.
- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the Headteacher/Deputy Headteacher(s).
- Monitoring and ensuring the cleanliness of the School premises and furnishings.
- Supervision of site staff (i.e. site supervisor, handyperson) and/or over 74 hours per week cleaning staff

**Caretaking and Maintenance**

- Operating the heating plant so that the required temperatures are maintained in the premises and an

adequate supply of hot water is available. Carrying out frost precaution procedures.

- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To arrange for the caretaking team (including the postholder) to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
    - Basic plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
    - redecoration as appropriate;
    - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
    - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
    - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level or glass covered by safety glazing regulations.
- Drawing up, or assisting in the drawing up of specifications, for minor work to be undertaken by contractors in accordance with existing Service Level Agreements.
- Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing Service Level Agreements.
- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the caretaking (and cleaning) staff.
- Making arrangements for window cleaning by the caretaking staff, compliant with Work at Height Regulations.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertake cleaning as necessary, including closure cleaning

**Finance**

- To be accountable for small expenditures from an agreed budget.
- To assist the Headteacher, senior management and Governors in the promotion of the school premises to the outside community.

**Other Duties**

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting in the recruitment, selection, induction and appraisal of caretaking and cleaning staff and the allocation of duties and hours of work.
- Planning own work and that of assistant(s) and cleaning staff. Issues relating to supervision/ management of staff.
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff.
- Verifying claims for cleaning staff, caretaking, fees for lettings and making out forms for the requisition of stores and repairs.
- Maintenance of Inventory of/in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- Undertaking appropriate training
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Undertaking banking of cash where required, subject to risk assessment.
- To monitor energy consumption, and set up effective systems for recycling school waste.

**Health & Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the School.
- Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Committee for the School.
- To act as Health & Safety Officer for site-related matters, with appropriate training.

**General**

- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

## Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply the school's health and safety policy.

## Safeguarding Commitment

We are committed to protecting and promoting the welfare and children and young people. All successful applicants will be subject to an enhanced DBS disclosure.

## Securing Accountability

Fulfil commitments from contractual accountability to the governing body.

## Strengthening the Community

Create and maintain effective partnerships with parents and relevant agencies to support pupils' academic achievement, in addition to their spiritual, moral, social and cultural development.

## Other Department Responsibilities

Adhere to policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate persons.

*This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in the future at the discretion of the School management. The appointment is subject to the current conditions of employment in the current School Teachers' Pay and Conditions.*

# PERSON SPECIFICATION

Criteria to be determined from application form and supporting statement.

## Training, qualifications and experience

| Requirements | Criteria |
|---|---|
| NVQ Level 2 qualification in Caretaking (or equivalent) | D |
| NVQ Level 3 qualification in Caretaking (or equivalent) | D |
| Full driving licence (at School's discretion) | E |
| Experience of undertaking a caretaker or site supervisory function | E |
| Experience of supervising staff | E |
| Experience of writing maintenance programmes | D |
| Experience of planning and programming work | D |
| Experience of testing portable electrical equipment | D |
| Experience of budget management | D |
| Experience of working within a school | D |
| Practical experience of monitoring contract arrangements | D |

## Professional knowledge and understanding

| Requirements | Criteria |
|---|---|
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard | E |
| Ability to manage, train and develop staff | E |
| Ability to resolve conflict | E |
| Ability to develop effective working relationships | E |
| Attention to detail skills | E |
| Ability to work as part of a team | E |
| Good oral and written communication skills | E |
| Flexible attitude to work | E |
| Ability to work in an organised and methodical way | E |
| Time management skills | E |
| Knowledge of Health & Safety guidelines | E |
| Knowledge of CoSHH guidelines | E |
| Knowledge of Recruitment & Selection procedures | E |
| Good numeracy skills | E |
| Basic DIY, maintenance and repair skills | E |
| Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) | E |
| IT skills | D |
| Good interpersonal skills | E |
| Positive approach to customer care and service delivery | E |
| Commitment to undertaking relevant training and development | E |
| First aid certificate | D |

*"I was a bit nervous on my first day, but afterwards I knew that somebody would always be there for me if I needed help."*

**Luke, Year 7**

## **Other** (including special requirements)

| Requirements | Criteria |
|---|---|
| Commitment to safeguarding and protecting the welfare of children and young people | E |
| Commitment to equality and diversity | E |
| Commitment to health and safety | E |
| Willingness to undertake MIDAS training course (where minibus duties are required) | E |
| Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings) | E |
| Willingness to respond to emergency callouts | E |
| Willingness to undertake PAT Test training | E |
| Satisfactory attendance record/commitment to regular attendance at work | E |

## Vision and values

| Requirements | Criteria |
|---|---|
| Christian commitment as indicated by membership of a church in Churches Together, Evangelical Alliance or The North West Partnership | D |
| Willingness to support and reinforce the ethos of a church schoo | E |

## Personal and professional qualities

| Requirements | Criteria |
|---|---|
| Hard working, loyal and flexible in approach to work | E |
| Build and maintain effective relationships | E |
| Inspire and motivate others to carry the school's vision forward | E |
| Prioritise, plan and organise themselves and others | E |
| Demonstrate commitment to on-going learning and professional development | E |
| Openness, good humour, enthusiasm and a sense of proportion | E |
| Good attendance and punctuality record and a high level of stamina and enthusiasm | E |
| Good communication skills and a positive outlook | E |

## Confidential references

Professional references should show a strong level of professional support and a positive recommendation from the applicant's current employer

**E** = Essential **| D** = Desirable




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**www.st-christophers.org**