



Pendle
Education Trust

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SITE SUPERVISOR APPLICATION PACK

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VACANCY

SITE SUPERVISOR

Salary	Grade 5 SCP 6 - 11 (£25,989 - £28,142)
Role Details	Based at Colne Primet Academy. Working hours are 11am - 7pm, Monday to Friday.
Required	As soon as possible subject to notice period
Closing Date	9am on Wednesday 17 th September 2025
Interview Date	TBC



INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family.

Currently we have five Academies within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 280 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff.

You will have an excellent benefits package including a pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

JOIN US

PENDLE EDUCATION TRUST

By joining the Pendle Education Trust family you will become part of a supportive and ambitious team. The Pendle Education Trust core team offers functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance to our primary and secondary schools.

This role is an established role within the site team at Pendle Education Trust.

Working at Colne Primet Academy the successful candidate will be a dynamic and enthusiastic professional, able to demonstrate exemplary skills in customer service, advice and guidance. It is a fantastic opportunity to join the site team at this growing school and Full training will be given to the successful candidate.

Now is a really exciting time to be joining Colne Primet Academy as the school goes through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed.

We are proud of the positive atmosphere that exists at Primet. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos that has been created.

Main duties of this role include:

- Acting as key holder, carrying out security procedures for the buildings and grounds
- Dealing with enquiries and managing contractor activity on site
- Supervising and overseeing the work of the caretaking and cleaning teams

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



Mrs Anita Ghidotti-Gibson
Chief Executive Officer

JOB DESCRIPTION

Site Supervisor

Reporting to: Maintenance Team Manager



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Role Specific

- Act as key holder, carrying out security procedures for the buildings and grounds. This will include
 - a. Routine and non-routine opening of premises and grounds
 - b. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s)
 - Provide access, where possible, to the premises and classrooms in emergency situations (e.g. snow or flooding)
 - Deal with enquiries and managing contractor activity on site
 - Supervise and oversee the work of the caretaking and cleaning teams
 - Distribute goods and other items around site
 - Ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors
 - Monitor and oversee the provision of ground maintenance and cleaning contracts (where these exist)
 - Perform cover for any absent members of the Cleaning Team.
 - Be responsible for aspects of Health and Safety connected with the school premises and sites.
 - Implement Health and Safety procedures
 - Undertake regular testing of the Academies fire alarms, extinguishers and Emergency Lighting and maintaining appropriate records in relation to this
 - Be responsible for undertaking and recording regular monitoring checks of little use outlets, Water Meters and Routes and Exits
 - Make sure the grounds are safe in adverse weather conditions (Gritting etc.)

Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviors and communicate them effectively
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
- Contribute to cross-Trust events
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people
- Any other duties that the Principal or Executive Principal consider appropriate

PERSON SPECIFICATION

Qualifications and Attainments

- NVQ Level 3 qualification in Caretaking (or equivalent)
- NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)

Full driving license

Desirable
Desirable

Desirable

Training, Experience and Knowledge

- Experience of working as a caretaker or site supervisor
- Experience of supervising staff
- Knowledge of Health and Safety legislation
- Knowledge of COSHH legislation
- Basic DIY, maintenance and repair skills
- Ability to use powered tools and equipment relevant to the role (e.g. drill)
- Experience of working within a school

Desirable
Desirable
Desirable
Desirable
Essential
Essential

Desirable

Personal Skills and Attitudes

- Display initiative, be positive and enthusiastic
- Demonstrate a commitment to equality and diversity, customer service, quality assurance and health and safety
- Ability to manage own workload and prioritise effectively
- Possess excellent communication skills
- Demonstrate a commitment to the process of continuous review and improvement
- Suitability to work with children, young people and/or vulnerable adults
- Flexible approach to working times in line with the Trust's requirements; including a willingness to respond to emergency call outs

Essential
Essential

Essential
Essential
Essential

Essential

Essential





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RECRUITMENT INFORMATION

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





Pendle Education Trust

Pendle Education Trust
Nelson and Colne College
Scotland Road
Nelson
BB9 7YT

Email

hr@pendleeducationtrust.co.uk

Company Registration Number
08263591

Place of Registration
England and Wales