

# Site Supervisor

## Candidate Information Pack

**Closing Date: Monday 09 February 2026 - 12:00 noon**



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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 in 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 Head of School

Dear Applicant,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman  
Head of School

# Site Supervisor

**Job Title: Site Supervisor****Location:** Conyers School (Yarm)**Start Date:** As Soon As Possible**Actual Salary:** £26,403 to £26,824 (Grade F, SCP 7 to 8)**Hours of Work:** 37 hours per week, whole time**Contract Type:** Permanent**Closing Date:** Monday 09 February 2026 - 12:00 noon**Interviews:** Week commencing 16 February 2026**About the Role**

We wish to appointment a Site Supervisor to join our successful site management team. The post holder will work under the direction of the Facilities Manager and the supervision of the Senior Site Supervisor, and will work alongside the other members of the site team to:

- Ensure that all Health and Safety and safeguarding measures are in place and adhered to
- Ensure the readiness and cleanliness of the School
- Carry out a range of repairs, maintenance and refurbishment tasks
- Be responsible for key holding and opening and closing of the school
- Carry out planned maintenance activities

The successful candidate will demonstrate a commitment to maintaining high standards and the ability to use their own initiative to effectively prioritise their workload and identify areas of the school requiring attention. A good level of DIY skills would be advantageous.

This is a shift-based role, and candidates must be flexible and willing to work alternating shifts as required, including occasional late evening shifts.

Although the post is primarily based at Conyers School, there may be occasions when the successful candidate is required to work at other schools within the Trust. As such, access to personal transport and appropriate business insurance is essential.

**About Us**

We are a newly 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 [snicholson@conyers.org.uk](mailto:snicholson@conyers.org.uk), addressed to Mr C Coleman, Head of School.

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 offenders 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.

Conyers School and Sixth Form College 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>	Site Supervisor
<b>Grade:</b>	Grade F (SCP 7-8)
<b>Hours:</b>	37 hours per week, whole time
<b>Responsible to:</b>	Head of School and Facilities Manager

**Main Purpose:** To work under the direction of the Site Management Team and be responsible for the day to day management of the school buildings and grounds. Undertake inspections of the site in respect to appearance, maintenance and Health & Safety. To manage and monitor building cleaning and deal with contractors on site and supervision of a small team of staff.

## Tasks:

### Responsibilities:

- 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
- To carry out first line repairs and maintenance
- Identify and report preventative maintenance and carry out specialist repairs/works of buildings/grounds/equipment
- To undertake general portage duties
- To ensure that the premises are safe and open for use as and when required in accordance with the specifications of the Authority/Governing Body and securing the premises after use
- To be responsible for supervising outside agencies on site with regard to repairs and maintenance of the school building.
- To inform the Leadership Team and liaise with appropriate personnel of the Local Authority regarding inconsistencies after evaluating works carried out on the premises
- When required, handle money for purchasing materials to carry out repairs

### Security Access:

- To be named key holder for the school premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
- Regular checking of security devices/systems and setting of the alarm system where provided
- Clear and grit main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc
- Assist with emergency drill practices
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with schools policy, i.e.
  - Notify Police of malicious damage, obtaining a crime reference number
  - request repairs to be carried out
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head of School or other teaching staff or Police, where necessary

### Health & Safety:

- Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines)

- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate Health & Safety training courses
- Ensure that areas are cleaned and disinfected when required
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position

#### **General Maintenance:**

- Carry out repairs and maintenance of a semi-skilled nature
- Reporting, via the Site Manager, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff
- To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work and undertake required control of contractors permits where necessary
- Liaising with the school for the requisition of stores and supplies
- Carrying out specific procedure in the event of fire, flood, accident or major damage
- Ensuring that all equipment is in a safe and efficient working condition
- Emptying bins on a routine basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are secure and fit for purpose
- Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities.
- Making the premises available on evenings and at weekends for school based activities and securing the premises after use. Where this involves overtime working an appropriate payment will be made

#### **Portage:**

- Moving furniture and equipment around the school premises, as requested
- Taking delivery of goods ordered by the school and storing if required

#### **Heating Systems:**

- 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
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Head of School/Governing Body/Site Manager

#### **Grounds Maintenance:**

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litter bins and keeping areas around the school premises litter free
- Liaise with groundskeeper in regards to maintenance/care of shrubbery areas and bushes within the school grounds and along the perimeter fencing



**Other Duties:**

- Duties in connection with cleaning and safe storage of design technology, computer and electrical equipment
- School Mini Bus if required. Daily and weekly check for safe usage, e.g. tyres, lights, seatbelts. Tax and MOT test. Book any repairs, servicing and maintenance. Pass driving test to be able to transport pupils and staff
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**Safeguarding – Promoting the welfare of children and young people:**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

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

Post Title: Site Supervisor

Grade: F (SCP 7-8)

	Essential	Desirable
<b>Qualifications and/or 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> </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</li> <li>• 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> </ul>
<b>Skills and 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 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>• Flexible , reliable and approachable</li> <li>• A commitment to working as part of the whole school team and</li> </ul>	

# How to Apply

	supporting the vision and aims of the school	
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Application forms and further details are available on the Trust's website –

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

Please make sure that the application form is completed and returned via email to [snicholson@conyers.org.uk](mailto:snicholson@conyers.org.uk), addressed to Mr C Coleman, Head of School.

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.

**Closing date: Monday 09 February 2026 - 12:00noon**

**Interviews to be held: Week Commencing 16 February 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.