

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

Site Supervisor Application Pack



Closing Date:
Friday 31st January 2025 – midday

Shortlisting Date:
Tuesday 4th February 2025

Interview Date:
Tuesday 11th February 2025



Diocese of Lancaster
Education Service
Euntes in mundum



Blessed Edward Bamber
Catholic Multi Academy Trust

Welcome to Holy Family

Dear Potential Candidate,

Thank you for considering this job at our lovely school.

We are looking to appoint a new Site Supervisor at Holy Family Catholic Primary in Blackpool following the retirement of our much-loved site supervisor, who has kept our school ship-shape for the past 15 years. This role needs someone who has a good sense of humour, is proactive, is willing to be hands-on with day-to-day activities and has an eye for spotting things that need care. Indeed our school motto is 'In all things, love'. This is a permanent post for 37 hours per week (7am – 10am...2pm – 6.30pm, Monday to Friday).

Working closely with the Head teacher and School Business Manager, you will be an integral part of our school. The Site Supervisor role will have a range of tasks including Health & Safety (and estates related safeguarding matters), building maintenance, opening and locking up, compliance, grounds, asbestos management, overseeing contractors and cleaning duties.

The successful candidate will become a member of a great team here at Holy Family therefore you will need good communication and interpersonal skills. You will also be the manager of a small cleaning team so must challenge and support them to provide the best possible learning environment for every child in our school.

The successful post holder will be expected to establish and review systems and working practices to ensure compliance with all relevant statutory regulations. You will be expected to manage third party contractors, ensuring they remain compliant and deliver to expected performance standards.

If you wish to arrange a visit to the school, please contact the school office with options of your availability.

We do hope to hear from you.

All the best,

Mrs E Allonby
Headteacher



'In all things, love'

Trust Schools

Current



Christ the King Catholic Academy



Holy Family Catholic Primary School, Blackpool



Holy Family Catholic Primary School, Warton



Our Lady of the Assumption Catholic Primary School



Sacred Heart Catholic Primary School



St Cuthbert's Catholic Academy



St John Vianney Catholic Primary School



St Joseph's Catholic Primary School



St Kentigern's Catholic Primary School



St Mary's Catholic Academy, Blackpool



St Mary's Catholic Primary School, Great Eccleston



St Teresa's Catholic Primary School



St William's Catholic Primary School



St Wulstan's & St Edmund's Catholic Primary School



The Willows Catholic Primary School

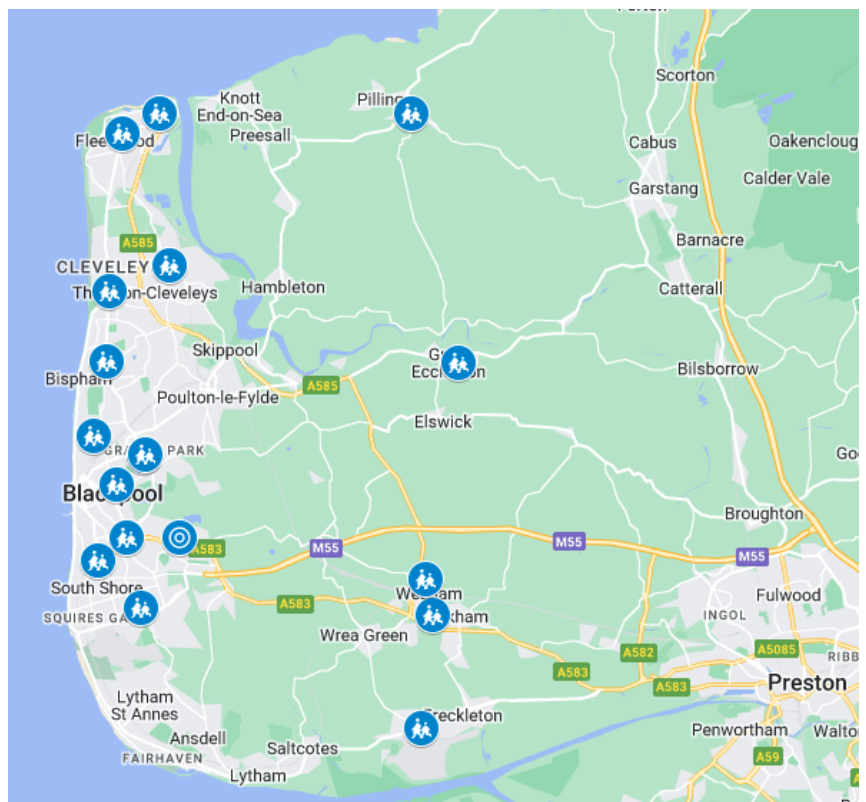
Joining 1st January 2025



St Bernadette's Catholic Primary School, Blackpool



St Mary's Catholic Primary School, Fleetwood



How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact Morgan Barnes,

School Business Manager:

Telephone - 01253 354496

or

Email - admin@holy-family.blackpool.sch.uk

Application process

Applicants must complete the CES application form. Please send your completed CES application form (available on the school and Trust website):

<https://bebcmat.co.uk/job-vacancies> to admin@holy-family.blackpool.sch.uk

We will acknowledge receipt of your application.

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Post Details:

Grade: D – NJC scale point range 7 to 11

Salary: £25,584.00 to £27,269.00 (paid pro-rata)

Contract: Permanent

Hours: 37 per week, all year round

Required: Monday 31st March 2025

Job Description

Premises 4 – Site Supervisor

Purpose of the role (job statement)

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Responsibilities

Key duties:

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required;
2. Act as the designated key holder for the school premises;
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms);
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site;
5. Arrange emergency repairs;
6. Arrange regular maintenance and safety checks;
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales;
8. Cleaning duties as required;
9. Monitor consumables and stock and order supplies;
10. Undertake general portage duties, including moving furniture and equipment within the school;
11. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately;
12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules;
13. Adhere to the safeguarding policy.

Individuals in this role may also:

1. Ensure the operation and maintenance of specialised equipment following training, for example sports / theatrical equipment;
2. Supervise the work of cleaning and premises staff;
3. Facilitate lettings and carry out associated tasks, in line with local agreements;
4. Handle small amounts of cash for the purchase of materials to carry out repairs.

Indicative knowledge, skills and experience

- Expertise in minor maintenance and repair;
- Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract and cleaning staff;
- Experience of communicating with school staff and external contractors (for repairs and maintenance).

Person Specification

Premises 4 – Site Supervisor

<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications		<ul style="list-style-type: none"> NVQ Level 2 qualification in Caretaking (or equivalent)
Experience		<ul style="list-style-type: none"> Experience of undertaking manual tasks (e.g. maintenance, DIY etc) Experience of supervising staff Experience of testing portable electrical equipment Experience of security-related duties
Knowledge and skills & abilities	<ul style="list-style-type: none"> Ability to work as part of a team Good communication skills Flexible attitude to work Ability to work in an organised and methodical way Basic numeracy & literacy skills Attention to detail skills Basic DIY/Repair skills Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) Ability to manage staff Time management skills Ability to manage own workload and prioritise effectively Awareness of Health & Safety issues Awareness of CoSHH Good interpersonal skills Positive approach to customer care and service delivery Commitment to undertaking relevant training and development 	<ul style="list-style-type: none"> First aid certificate
Personal characteristics	<ul style="list-style-type: none"> Act with honesty and integrity Reliable Enthusiastic and motivated Flexible attitude to work 	
Other (including special requirements)	<ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings) Willingness to respond to emergency callouts Satisfactory attendance record/commitment to regular attendance at work 	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



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