



NOTRE DAME HIGH SCHOOL SHEFFIELD

SITE SUPERVISOR (Full-Time / Permanent)

About the Department:

The Premises Department consists of a Premises Coordinator, Maintenance Person, Site Supervisor (all full-time roles), a part-time Site Supervisor and a Cleaner.

The department is responsible for the secure locking and unlocking of the site daily, routine and adhoc maintenance work, routine and adhoc health and safety related tasks and supporting with capital building projects / other minor building works.

Notre Dame High School is based on a large site which houses 13 building, as show on the Site Map, enclosed with the recruitment pack.

Working hours are as follows:

Term Time

Week One

Monday	8:00AM to 4:00PM
Tuesday	8:00AM to 4:00PM
Wednesday	6:30AM to 2:30PM
Thursday	8:00AM to 4:00PM
Friday	6:30AM to 2:00PM

Week Two

Monday	6:30AM to 2:30PM
Tuesday	6:30AM to 2:30PM
Wednesday	6:30AM to 2:30PM
Thursday	8:00AM to 4:00PM
Friday	8:00AM to 3:30PM

School Holidays

Week One

Monday	8:00AM to 4:00PM
Tuesday	8:00AM to 4:00PM
Wednesday	7:00AM to 3:00PM
Thursday	8:00AM to 4:00PM
Friday	7:00AM to 2:30PM

Week Two

Monday	7:00AM to 3:00PM
Tuesday	7:00AM to 3:00PM
Wednesday	7:00AM to 3:00PM
Thursday	8:00AM to 4:00PM
Friday	8:00AM to 3:30PM

About the school

Notre Dame is a Catholic school with a strong ethos at its heart. All staff are expected to uphold and contribute to the ethos of the school, which is what makes it a special place to work.

The ability and enthusiasm to contribute to extra-curricular activities in school will be an advantage.

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Professional Development

At Notre Dame the ongoing professional development of all staff is a key priority. Our view is that we can always improve, not because we are not good enough but because we can be even better at what we do and that this in turn will ensure the very best outcomes for our students. We also aim to help staff to be ready for their 'next step' in their careers whatever that might be.

To achieve these aims we:

- Have an ethos of 'learning together' through joint practice development which is conducted in a supportive and developmental way. Staff are encouraged to take risks and use research and evidence-based approaches to improve their classroom practice.
- Encourage staff to be reflective and take the lead in their own professional development so that their individual needs are met.



The closing date for receipt of completed applications is:

4pm on Thursday 29th September 2022.

Notre Dame High School expects all candidates to familiarise themselves with our Safeguarding Policy which can be found on the school website at <http://www.notredame-high.co.uk/index.php/our-school/item/687-school-policies>

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.