



Samuel Allsopp

Primary & Nursery School

Site Supervisor Vacancy

Permanent, Full-time (37 hours per week)

Salary: Grade 7 - £29,093 – £32,654 per annum

Working Pattern: 1pm – 6pm Mondays / 9am – 6pm Tuesdays – Fridays (with an hour lunch)

Working full-year (52 weeks) with annual leave to be agreed in advance

Our school is on a journey and we are looking to appoint a Site Supervisor, to help us on our journey of improvement.

Samuel Allsopp Primary and Nursery School is a two-site school and therefore, this is an exciting challenge for someone who is looking for a role they shape and where they can become part of a school community, welcomed by pupils and staff alike.

Both sites are in good condition and are relatively close proximity to each other, just 0.9 miles apart. We are looking for someone who can treat these buildings like a home, to provide a clean, safe and comfortable environment for all those within it. There is so much potential to develop the sites for the good of the curriculum and the children.

The successful candidate will provide efficient and effective caretaking support to the school including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with statutory legislation and the required standards set by the school. Under the guidance of the Headteacher and School Business Manager, support the delivery of effective Health & Safety management and be able to plan and prioritise their own work without direct supervision.

From minor repairs, completing statutory health & safety check, to decorating and portering, managing contractors, managing a small site team and ensuring all stock is replenished, there is a lot to keep the right candidate busy.

A full driving license and access to your own vehicle is essential, and having a trade is desirable. All relevant training will be provided.

Visits to the school are warmly encouraged. Only by visiting will you appreciate the scale for potential and the delightfulness of our children.

If you would like to discuss this role, arrange a visit or to request an application form, please contact Mrs S Tompkinson, by emailing office@samuelallsopp.staffs.sch.uk or telephoning **01283 247420**.

Completed application forms should be emailed to office@samuelallsopp.staffs.sch.uk

Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted

Closing date: Friday 2nd May 2025
Interview Date: TBD

The school is committed to promoting the welfare and safeguarding of all children and therefore expect all staff and/or volunteers to share this commitment.

This position is subject to a criminal record check from the Disclosure and Barring Service, which will require all applicants to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in their application form. In addition, shortlisted applicants will be subject to an online search

(including social media) as part of the school's due diligence in line with KCSIE (Keeping Children Safe in Education).