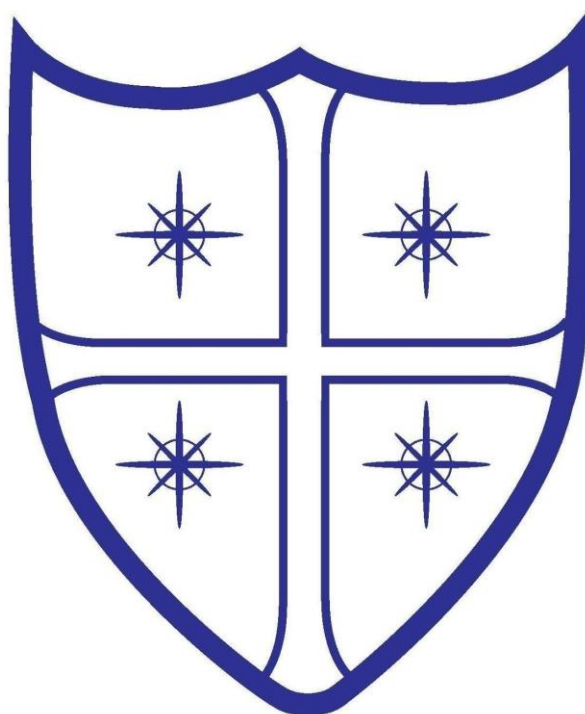


ST CUTHBERT'S CATHOLIC ACADEMY

Site Supervisor Application Pack



Care - Courtesy - Concern

Closing date:
Monday 10th March 2025 - midday

Shortlisting Date:
Monday 10th March 2025

Interview Date:
Wednesday 12th March 2025



Welcome to St Cuthbert's Catholic Academy

Thank you for your enquiry about the post of part time Site Supervisor at our school. Please note the closing date for receiving applications is Monday 10th March 2025 at 12 noon.

St. Cuthbert's Catholic Academy is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT) and is a popular, improving and caring school with happy, friendly children. We enjoy strong links with our local community and enjoy the benefit of on-site nursery provision. The school is led by an Executive Headteacher so partnership between the two schools (Christ the King Catholic Academy) is an important part of the role.

The post is permanent (possibly involving split shifts – this will be discussed at interview) ideally commencing as soon as possible, but we are willing to wait for the right candidate. Our existing site supervisor leaves after four years of strong dedicated service and we are looking for someone to take on this role building on this success. Although the potential of a split shift is not set in stone, there is an expectation that the successful candidate will be responsible for opening and/or closing the academy each day.

Further information about the Academy is available, including application information, on the school website: www.stcuthbertsacademy.co.uk and www.bebcmat.co.uk

The successful applicant will be responsible for the maintenance and security of the school premises and site, ensuring a safe environment for those that work and learn there.

We believe that this position provides a great opportunity for an enthusiastic, organised, hard working person to join our site team and play an active part in our school's improvement journey.

The 1970's St Cuthbert's building has had some improvements and refurbishments over time, including the addition of a Children's Centre and entrance area/offices. The successful candidate will receive support and work alongside leaders and staff in maintaining and improving the existing standards of maintenance.

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Our mission at St Cuthbert's is to strive towards providing a place that is filled with fun, laughter, enjoyment and discovery. We aim to remove as many barriers to learning as possible, to ensure our pupils achieve their full potential. We were inspected recently and are rightly very proud of the results. Below are a few lines from the relevant reports. Both reports can be found on our website.

St Cuthbert's

- The academy's capacity for sustained improvement in all areas is outstanding because of rigorous assessment and monitoring processes leading to clear, challenging targets and appropriate priorities. (Diocesan Inspection October 2018)
- Pupils at St Cuthbert's Catholic Academy care strongly about each other and their school. Pupils live up to the school's ethos to 'be safe, respectful and responsible' in their school life, pupils to feel safe (and) happy at school. (Ofsted Inspection March 2023)

We would be delighted to receive an expression of interest from you. You would be very welcome to visit our primary school to gain a sense of what our schools, pupils and staff have to offer you.

Yours sincerely,



Mrs Sarah Smith

Executive Headteacher

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Site Supervisor at St. Cuthbert's Catholic Academy. St. Cuthbert's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

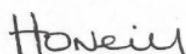
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



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 Bernadette's
Catholic Primary
School



St Cuthbert's
Catholic Academy



St John Vianney
Catholic Primary
School

Care - Challenge - Connect



St Joseph's Catholic
Primary School



St Kentigern's
Catholic Primary
School



St Mary's Catholic
Academy, Blackpool



St Mary's Catholic
Primary School,
Fleetwood



St Mary's Catholic
Primary School,
Great Eccleston



St Teresa's Catholic
Primary School



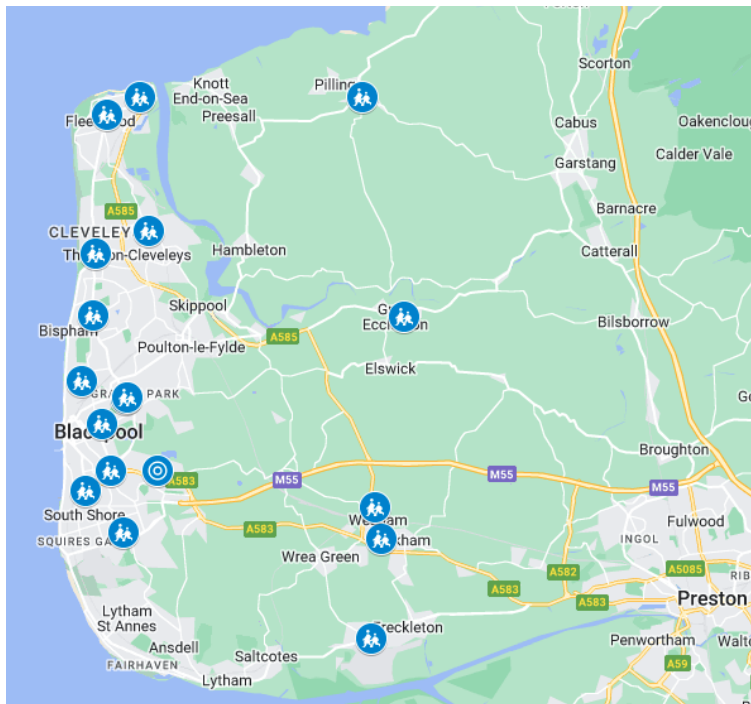
St William's Catholic
Primary School



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



The Willows Catholic
Primary School



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact Sarah Smith, Executive Headteacher:

Email – ssm@ctkacademy.co.uk

Application process

Applicants must complete the CES application form.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the Executive Headteacher, Mrs. S. Smith and can be submitted electronically to ssm@ctkacademy.co.uk

We will acknowledge receipt of your application.

Closing date for applications: **Monday 10th March 2025 - midday**

Shortlisting: **Monday 10th March 2025**

Interview dates: **Wednesday 12th March 2025**

Post Details:

Grade: NJC pay Grade D, scale points range 7 - 11

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

Hours: 37 per week

Contract: Permanent, Term Time only plus 20 days

Required: As soon as possible

Job Description

Role Title	Typical Job title
Premises 4	
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	150711
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	
<p>Key duties:</p> <ol style="list-style-type: none"> 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. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 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	
<ul style="list-style-type: none"> • 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

SITE SUPERVISOR

The Board of Directors of St Cuthbert's Catholic Academy are seeking to appoint a high quality candidate whose job and personal profile most closely matches the specification given below:

Knowledge/Skills

- Ability to relate well and develop positive relationships with adults and students
- Ability to work constructively as part of a team and to show individual initiative
- Knowledge of general health, safety and security issues related to premises
- NVQ qualification in relevant area or relevant experience

Experience

- Experience of planned preventative maintenance of buildings and grounds

Attitude / Approach

- A calm manner and a good sense of humour are essential.
- A willingness to be part of the whole school and to contribute to its ethos
- Flexibility, reliability and honesty
- An excellent attendance and punctuality record. (Please note that excellent attendance is considered to be 95% attendance over the past two years. Directors will take note of one off illnesses/absences and individual circumstances).

Evidence will be drawn from:

- Application Form & letter of application.
- Response to questions during interview.
- References.

As part of the Academy's commitment to the protection and safety of its students:

- References will be required including a judgement about your suitability to work with children. Referees will be asked whether you have any disciplinary offences relating to children (even if spent) and whether you have been the subject of any child protection concerns.
- Open references supplied by candidates will not be accepted.
- A member of the interview panel will be trained in implementing safer recruitment (safeguarding) procedures.

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 short listed. 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.



Blessed Edward Bamber
Catholic Multi Academy Trust