

St Kentigern's Catholic Primary School

Site
Supervisor
Application
Pack



Closing Date:
Tuesday 25th June 2024

Interview Date:
Friday 28th June 2024



Welcome to St. Kentigern's

Dear Applicant,

St Kentigern's is a happy and successful school with a strong, caring Catholic ethos in the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster. The whole school team is dedicated to achieving the full potential of all its children.

We are seeking to appoint an excellent, highly motivated and hardworking member of the site team to support and contribute to the smooth upkeep and running of the school premises and site.

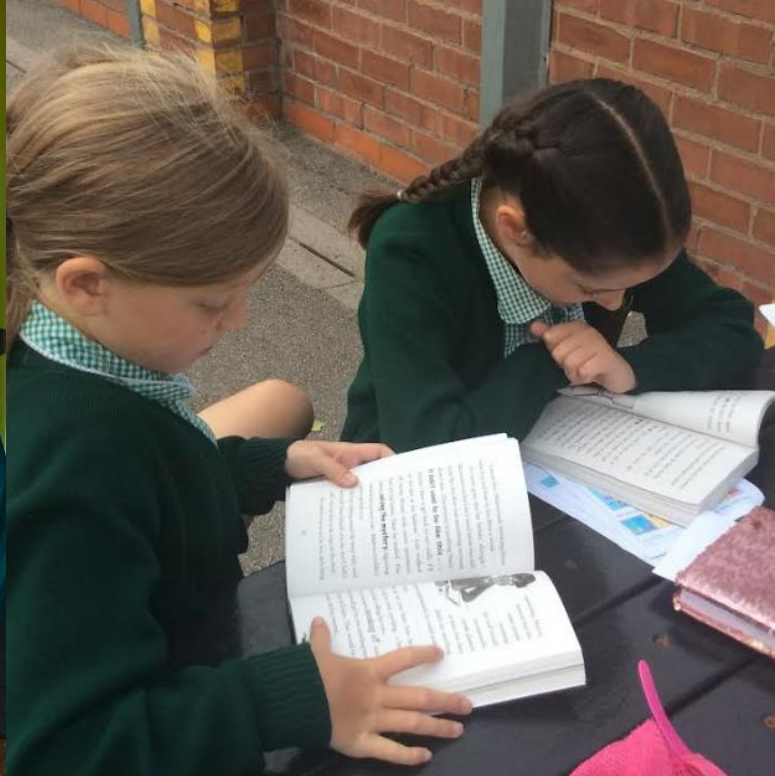
We are a one form entry Catholic Primary school. The successful candidate will contribute fully as an integral part of the St Kentigern's team. You will help to ensure we meet health and safety requirements and legislation with regard to statutory compliance, cleaning and maintenance. There will be key holder responsibilities to maintain site security when opening and locking up.

The post available is for 37 hours per week and is offered on a permanent basis for the full year with 26 days' annual leave. The start and finish times to be agreed at interview.

St Kentigern's Catholic Primary School is committed to safeguarding and promoting the welfare of children. The posts are subject to satisfactory references and enhanced disclosure from DBS. You do not need to be Catholic to apply for this role, we welcome applicants from every background.

Yours sincerely,

Christine Murray
Headteacher



“Treat others as you would like to be treated”

CEO Welcome

Dear Applicant,

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

This is an excellent opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

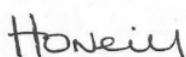
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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 for this vital role at an exciting time for St. Kentigern's and the Trust.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



Christ the King
Catholic Academy



St Kentigern's
Catholic Primary
School



Holy Family Catholic
Primary School



St Mary's
Catholic Academy



Our Lady of the
Assumption Catholic
Primary School



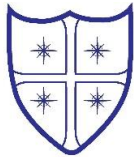
St Mary's Catholic
Primary School



Sacred Heart
Catholic Primary
School



St Teresa's Catholic
Primary School



St Cuthbert's
Catholic Academy



St William's Catholic
Primary School

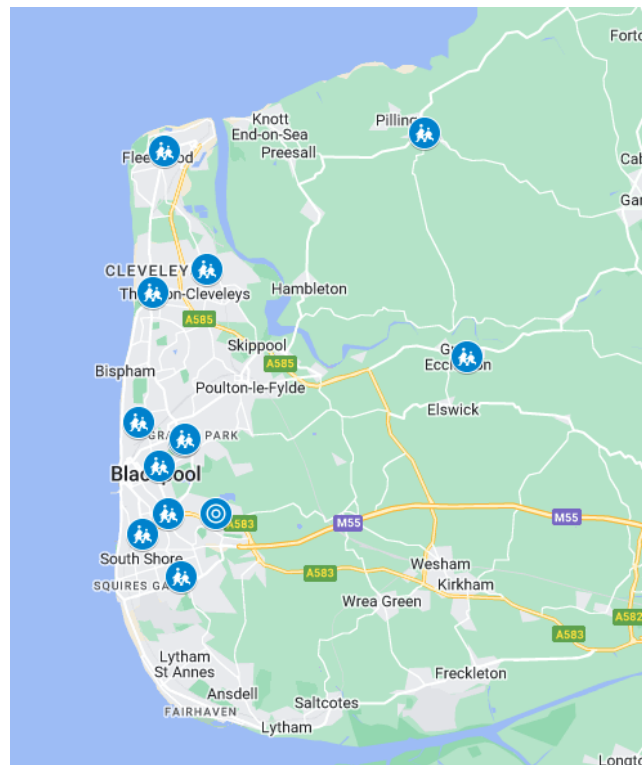
Care - Courtesy - Concern



St John Vianney
Catholic
Primary School



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



Working at St. Kentigern's Catholic Primary School

St Kentigern's Catholic Primary School is the oldest Catholic primary school in Blackpool. We are a small, busy and friendly school. As a Catholic school, we offer our children the opportunity to grow as young people and encourage them to develop a closer relationship with God in an atmosphere of mutual love and respect. We seek to live out the values of Jesus Christ daily, promoting them by our words and deeds. Jesus told us to "Treat others as you would like to be treated", our school motto and this reminds us every day to go the extra mile for the children within our care.

St Kentigern's is a school we are all proud of, it is a vibrant, positive place that provides a safe and welcoming environment in which to learn. Our children enjoy coming to school, are motivated by their successes and become confident, resilient citizens.

We aim to cultivate first class partnerships with parents and carers, governors, parish and the local community who play such an important part in the life of our thriving school.

Our most recent Section 48 Denominational RE inspection report (November 2021) graded us as Outstanding:

- *St Kentigern's is an outstanding Catholic school which places Christ at the centre of all that it does. It is a very welcoming environment where inclusion is its central goal and shared vision.*
- *The Catholic Life of the school is outstanding and the commitment from the head, the governors, staff, priests and parish laity to support pupils in their prayer life helps them to grow in faith.*
- *The quality of curriculum RE is excellent and pupils are provided with a range of learning opportunities in order to deepen their faith, to understand Catholic traditions and practices, and to make progress in their learning. Pupils enjoy RE lessons and the curriculum provided is very good.*

We are an Ofsted 'Good' school (April 2018):

- *You lead a very welcoming and inclusive school with strong Christian values. You teach pupils to care for others and to follow the school's motto to 'treat others as you would like to be treated'.*
- *In lessons, teachers plan engaging and interesting experiences to support pupils' learning. Through the rich curriculum that you have planned, pupils develop their confidence and their skills across different subject areas.*
- *Pupils behave well and contribute to society through work with charities and taking part in community and parish events.*

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 Christine

Murray, Headteacher on:

01253 393302 or 07554 689561

Application process

Applicants must complete the CES application form (available on the school and Trust website): <https://bebcmat.co.uk/job-vacancies>

Please send your completed CES application form to:

christine.murray@st-kentigern.blackpool.sch.uk

Closing date for applications: Tuesday 25th June 2024

Interview date: Friday 28th June 2024

Post Details:

Grade: D – NJC scale point 7

Salary: £24,294.00

Contract: Permanent

Hours: 37 per week

Weeks worked: All year round, 52 weeks

Required: as soon as possible

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).

Grade D – SCP 7 – 11

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 	<ul style="list-style-type: none"> Willingness to undertake MIDAS training course (where minibus duties are required)

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.

