



# St Wilfrid's

Church of England Academy



**Salary:** NJC3 - NJC7, £24,413 - £26,403, actual salary £20,971 - £22,681  
**Contract:** Full Time 37 hours per week, term time plus 1 week  
**Closing Date:** Monday 22nd June 2026

SITE SUPERVISOR

# WELCOME

DOMINE DIRIGE NOS

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy. We are seeking to appoint a highly skilled and confident Site Supervisor

We warmly invite you to visit the Academy to fully appreciate the size and scope of this role. St Wilfrid's Church of England Academy is situated in a large modern building near the centre of Blackburn, with additional offices opposite and substantial playing fields situated away from the main site. We benefit from purpose-built accommodation with excellent facilities. These are also let out for community use seven days a week and most week nights until 9:00pm.

We currently employ a Premises Manager and two Site Supervisors and are looking to expand our team. The successful candidate will provide support in a wide range of duties connected with security, day-to-day running and maintenance of the premises.

Our vision is 'Lord Direct us to **Live** Life to the Full', rooted in John 10:10. Whilst **Learning**, we are **Inspired** and develop our **Values** through **Experiences** as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful staff and young people. All staff that work at the Academy will need to subscribe to our ethos and values and seek to improve and develop their own practice and performance for the benefit of our students.

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists and also a right to work check.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs K Nightingale, PA to the Principal, via [knightingale@saintwilfrids.com](mailto:knightingale@saintwilfrids.com). Applicants are warmly invited to visit the Academy.

The closing date for the receipt of applications is 9AM on Monday 22nd June 2026.

I look forward to receiving your application.

Yours faithfully,

**Mrs V Michael**  
Principal



# ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst maintaining a balance

with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



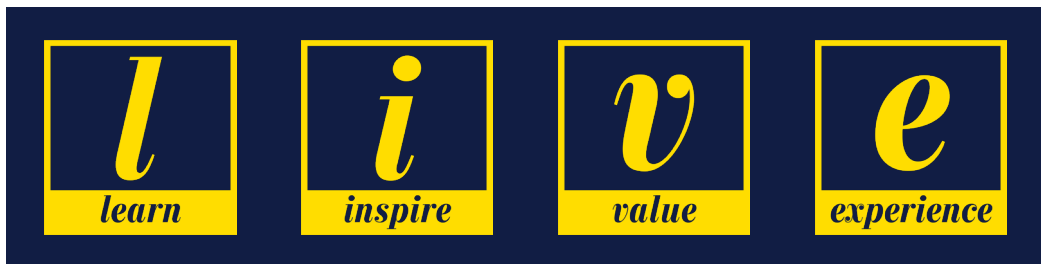
# OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:  
*"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."*

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



# JOB DESCRIPTION

## **PURPOSE**

Be responsible for a wide range of duties connected with the security, day to day running and maintenance of the premises. Providing an efficient and effective service, undertaking planned preventative maintenance along with reactive maintenance.

## **RESPONSIBILITIES**

Support the general maintenance and upkeep of the site and buildings, assisting with building/repair works in liaison with the Site Supervisor, keeping appropriate logs, records and reports

Support the security of the site from the start to the end of the Academy day

Uphold a commitment to Health and Safety

Manage resources and energy to reduce our carbon footprint and enhance sustainable practices in the Academy

Comply with systems, policies, procedures and resource constraints

Work to ensure that the site is managed lawfully, ethically and morally

Liaise with external contractors for the purpose of essential maintenance in the Academy and around the site as agreed with the Site Supervisor

Use established permit to work and signing in procedures for contractors and other visitors to the Academy

Assess risks and take all reasonable steps to restrict access to potential hazards

Employ a proactive attitude to work in and around the Academy, identifying jobs before they are pointed out by others

Use the Academy Helpdesk, email and other methods to receive and manage work

Carry out routine, reactive and proactive maintenance tasks. Such tasks might include replacing a lock, filling and painting walls or changing lightbulbs

Be directly responsible for keeping key areas of the site, such as the plant room, site room and storage spaces, in good order and free from hazards

Collaborate with staff to ensure that all work areas are kept clear of obstruction, particularly those associated with fire escape routes

Ensure snow and ice are cleared in order to maintain entrance, exit and communication routes to all buildings for pedestrians and essential delivery or emergency vehicles

Identify where improvements can be made to health and safety, environmental impact and quality and recommend actions for change

Monitor and facilitate adequate security of the building and premises at all times

Be willing to attend and renew basic first aid and fire warden training

Receive and distribute goods

Set up venues on a daily basis for assemblies, dinner time and other events

Keep all areas tidy and in good order

Follow instructions, reading and responding to emails in a prompt and timely manner

Manage one's own workload

Actively take part in the Academy's Staff Appraisal Process

Undertake personal development and improve one's own practice through training and CPD (as appropriate)

Work as part of a team and support the roles of other team members

Be aware of, and comply with, policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to a nominated person

Assist with the Academy's internal audit procedures and Health and Safety checks

**Shift pattern on a rota basis:**

Monday – Thursday 06:30 – 14:30, Friday 06:30 – 14:00

Monday – Thursday 10:30 – 18:30, Friday 10:30 – 18:00

*Employees will be expected to undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal.*

*Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Principal.*

## REWARDS AND BENEFITS

- NJC3 - NJC7, £24,413 - £26,403, actual salary £20,971 - £22,681
- Local Government pension scheme.
- Cycle to work scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.

## SAFEGUARDING

St Wilfrid's C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# PERSON SPECIFICATION

| ESSENTIAL  | DESIRABLE  |
|--|--|
| <b>QUALIFICATIONS</b>  |  |
| <ul style="list-style-type: none"><li>An ability to pass a DBS check (non-negotiable)</li></ul>  | <ul style="list-style-type: none"><li>5 good GCSEs (or equivalent) including English and Mathematics .</li><li>A practical trade qualification/training e.g. NVQ</li><li>Health and Safety e.g. IOSH, COSHH</li></ul>  |
| <b>EXPERIENCE</b>  |  |
| <ul style="list-style-type: none"><li>Be able to work effectively within a team</li></ul>  | <ul style="list-style-type: none"><li>Have experience in a similar role</li><li>Have experience of large building maintenance and systems</li><li>Have experience of working independently, organising one's own work and priorities</li></ul>                         |
| <b>SKILLS AND ABILITIES</b>  |  |
| <ul style="list-style-type: none"><li>Be able to relate to young people</li><li>Have strong analytical and problem-solving skills</li><li>Have strong practical skills</li><li>Have a positive, professional, responsible and helpful attitude to work and colleagues</li><li>Have effective communication skills, both written and verbal</li><li>Have a flexible attitude which supports the vision of the Academy</li><li>Have a commitment to professional development</li><li>Have good organisational skills</li></ul> | <ul style="list-style-type: none"><li>Have good IT skills, particularly in the use of Microsoft packages</li><li>Have a good understanding of safeguarding procedures</li><li>Have a first aid certificate or be willing to undergo training to achieve this</li></ul> |
| <b>PERSONAL QUALITIES</b>  |  |
| <ul style="list-style-type: none"><li>Be able to actively support and promote the Christian Ethos of the Academy</li><li>Have the ability to establish good working relationships with staff and other stakeholders</li></ul>  |  |

# HOW TO APPLY



**CLOSING DATE: 9AM MONDAY 22ND JUNE 2026**

Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs Nightingale via [knightingale@saintwilfrids.com](mailto:knightingale@saintwilfrids.com).

We look forward to receiving your application.

