

# ST WULSTAN'S & ST EDMUND'S CATHOLIC ACADEMY

Site Supervisor

Application  
Pack



Closing date:  
Tuesday 29<sup>th</sup> April 2025 - midday

Shortlisting Date:  
Wednesday 30<sup>th</sup> April 2025

Interview Date:  
Wednesday 7<sup>th</sup> May 2025



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



Blessed Edward Bamber  
**Catholic Multi Academy Trust**

# Welcome to St. Wulstan's & St. Edmund's

Thank you for your enquiry about the post of part time Site Supervisor at St Wulstan's & St Edmund's Catholic Academy. Please note the closing date for receiving applications is Tuesday 29<sup>th</sup> April 2025 at midday.

The Governors, staff and children at St. Wulstan's & St. Edmund's Catholic Academy are looking to appoint a committed, highly motivated and knowledgeable Site Supervisor to join our team.

This is a permanent, part time post (35 hours per week, involving split shifts – this will be discussed at interview) ideally commencing as soon as possible.

The successful candidate 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. They will be responsible for opening and closing school each day, managing our team of cleaning staff, general building maintenance, asbestos management, communicating positively with a wide range of stakeholders, including contractors. Working closely with the Headteacher and School Business Manager, the successful candidate will also be expected to ensure compliance with all statutory regulations, understand Health and Safety legislation, be competent in using and managing compliance based software and be willing to undertake any necessary training to help them in their role.

Our existing Site Supervisor is leaving after 28 years of dedicated service, and we hope that a handover and any training may take place before their final day at school.

At present, we have 207 children on roll aged between 3 and 11 within our School and Nursery.

If you have the skills, knowledge and a passion for making a difference to the lives of young people, we look forward to hearing from you.

More details of our school can be found at <https://www.st-wulstans.lancs.sch.uk/>

Samantha Solloway  
Headteacher

**We look forward to receiving your application.**



**“AS GOD’S CHILDREN, WE TOUCH  
THE LIVES OF OTHERS THROUGH  
OUR THOUGHTS, WORDS AND  
ACTIONS.”**

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Site Supervisor at St. Wulstan's and St Edmund's Catholic Academy. St. Wulstan's and St Edmund'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.

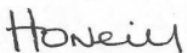
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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



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



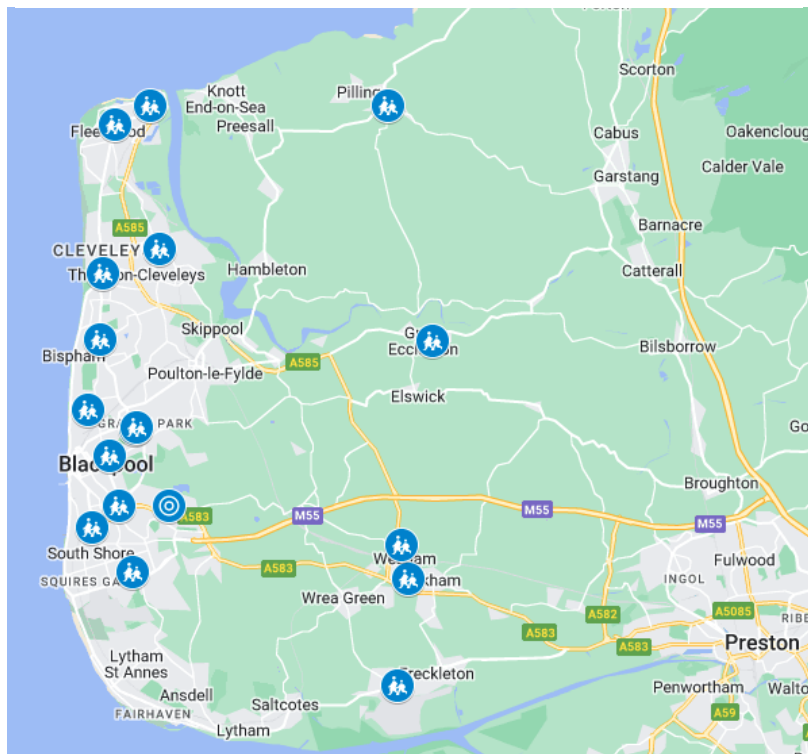
St William's Catholic  
Primary School



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 you would like any further information about the school or this role, please contact Linda Vuti, School Business Manager:

Telephone: 01253 874785

or

Email: [enquiries@st-wulstans.lancs.sch.uk](mailto:enquiries@st-wulstans.lancs.sch.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 Headteacher, Miss S Solloway and can be submitted electronically to [enquiries@st-wulstans.lancs.sch.uk](mailto:enquiries@st-wulstans.lancs.sch.uk)

We will acknowledge receipt of your application.

Closing date for applications: **Tuesday 29<sup>th</sup> April 2025 - midday**

Shortlisting date: **Wednesday 30<sup>th</sup> April 2025**

Interview date: **Wednesday 7<sup>th</sup> May 2025**

## **Post Details:**

**Grade: NJC pay grade D, scale points 7-11**

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

**Contract: Permanent, all year round**

**Hours: 35 per week**

**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).



# Person Specification

Premises 4 – Site Supervisor		
<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>NVQ Level 2 qualification in Caretaking (or equivalent)</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience of undertaking manual tasks (e.g. maintenance, DIY etc)</li> <li>Experience of supervising staff</li> <li>Experience of testing portable electrical equipment</li> <li>Experience of security-related duties</li> </ul>
<b>Knowledge and skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Good communication skills</li> <li>Flexible attitude to work</li> <li>Ability to work in an organised and methodical way</li> <li>Basic numeracy &amp; literacy skills</li> <li>Attention to detail skills</li> <li>Basic DIY/Repair skills</li> <li>Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)</li> <li>Ability to manage staff</li> <li>Time management skills</li> <li>Ability to manage own workload and prioritise effectively</li> <li>Awareness of Health &amp; Safety issues</li> <li>Awareness of CoSHH</li> <li>Good interpersonal skills</li> <li>Positive approach to customer care and service delivery</li> <li>Commitment to undertaking relevant training and development</li> </ul>	<ul style="list-style-type: none"> <li>First aid certificate</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Act with honesty and integrity</li> <li>Reliable</li> <li>Enthusiastic and motivated</li> <li>Flexible attitude to work</li> </ul>	
<b>Other (including special requirements)</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and protecting the welfare of children and young people</li> <li>Commitment to equality and diversity</li> <li>Commitment to health and safety</li> <li>Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)</li> <li>Willingness to respond to emergency callouts</li> <li>Satisfactory attendance record/commitment to regular attendance at work</li> </ul>	

# 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.

