

# **School Caretaker (Site Supervisor) Recruitment Pack**



# WELCOME

Belper School and Sixth Form Centre is a warm, inclusive and inspiring place to learn and work. We combine strong academic standards, a rich and inspirational curriculum and a caring and supportive ethos to provide the very best education we can for our wonderful students. At the heart of the school is a strong sense of belonging and shared responsibility, which gives Belper its distinctive character and underpins everything we do.

Our lively and successful school of just over 1200 students, including around 180 Sixth Formers, has proudly served the community of Belper and the surrounding villages for over 50 years. Belper is a vibrant market town in Derbyshire, on the edge of the Peak District. Situated within the Derwent Valley World Heritage Site, it is known for its creative and inclusive spirit, hosting an annual arts festival and a popular Pride event, values which closely reflect our own.

Our vision is captured in the phrase:

*“Create your future. Be who you are, become who you aspire to be.”*

Supported by our *Be Belper Values*, this vision shapes daily life in the school. We are committed to nurturing a love of learning and boundless curiosity in every student. Through our broad curriculum, rich subject content and extensive extracurricular opportunities, we inspire students to discover their interests and develop their talents. We also place great importance on building resilience, independence and self-belief so that students leave us as confident, well-rounded young people ready to make a positive contribution to their communities and the wider world.

We have a distinctive ethos that is reflected in the unique ways we build mutual respect and trust across the school. Belper is a non-uniform school, and students address staff by their first names. This is a deliberate and important part of our culture which helps foster positive relationships and ensures every child feels known, valued and respected. While we value academic achievement highly, we also see it as our duty to develop responsible, compassionate and respectful citizens.

Visitors often comment on the calm, positive and purposeful atmosphere around the school, and we are incredibly proud of our students, who are consistently kind, polite and engaged in their learning. As Ofsted noted in May 2025, *“There is a calm and productive atmosphere around school. Staff have high expectations of pupils’ behaviour and conduct. Pupils are trusted to behave well, and they do.”*

We know that to provide the very best education, we must recruit, retain and invest in exceptional staff. Staff wellbeing is a genuine priority and is closely linked to our high levels of retention. We are proud that Ofsted’s May 2025 inspection recognised the positive culture we have built:

*“Staff are proud to work at the school. They appreciate leaders’ consideration of their work-life balance. They feel well led and managed”*

Thank you for your interest in Belper School and Sixth Form Centre. We hope this gives you a sense of the warm, supportive and inspiring community we have created, and we look forward to welcoming colleagues who share our values and ambition for young people.

**Mrs Matilde Warden BSc (Hons) NPQH**  
*Headteacher*

# THE ROLE

Due to the promotion of the current post holder we are looking to appoint a full time Site Supervisor to join our team of premises staff. The successful candidate will be able to work well as part of a team and independently providing a range of practical site support functions to ensure the security, care and maintenance of the school. Training will be provided so prior school site

Our Site Supervisors form an essential and highly valued part of our school community, they work along side staff, students and service users to ensure a clean, safe, warm and attractive environment for all.

Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich & inspirational curriculum, and a caring & supportive ethos to provide the best education we can for our wonderful students. We also like to think we are a great place to work, and Ofsted agreed. (*“Staff are happy and proud to work at the school. Leaders are considerate of staff’s workload and well-being”* OFSTED, 2022)

This is an exciting time to join our Site Team as we are looking to develop the Site by increasing our capacity to offer lettings of various facilities across the school site enabling us to offer more facilities to the community whilst maintaining and improving the site as a whole.

Lettings are usually booked months in advance and the site staffing for these is incorporated into the shift rota which is discussed at the regular team meetings.

This position is full time and works on a shift pattern which is usually morning or afternoon/ evening and can include rotated weekends. Shifts are organised well in advance. Additional hours are occasionally available to cover weekend and evening lettings by mutual agreement.

If this role is of interest to you, please read the rest of this Recruitment Pack for details about the role and how to apply. **Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Should a successful appointment be made, we reserve the right to close this advert at any time.**

*Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.*

## **APPLICATION METHOD**

**Role Type:** Permanent

**Salary:** Grade 5: £25,185 - 25,583 Full Time Salary - 52 weeks per year 37 hours per week based on £13.05 – 13.26 per hour. (part time -and relief vacancies are also available)

**Interview Date:** Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Should a successful appointment be made, we reserve the right to close this advert at any time before the closing date.

**Start Date:** As soon as possible following pre-employment checks

Applications can be made online via the `Apply Now` on My New Term.

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We will also consider applications for part time, 3 days per week 22 hours, job shares or relief contracts. Please check our website for details of part time and relief roles

<https://www.belperschool.co.uk/our-school/staff/>

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

## Role Description and Person Specification

<b>Post title:</b>	Site Supervisor
<b>Grade:</b>	Grade 5
<b>Job Family:</b>	Construction and Maintenance
<b>Responsible to:</b>	Site and Facilities Manager
<b>Hours of work:</b>	<p><b>37 hours per week</b></p> <p><b>Example of common shift patterns:</b></p> <p>Monday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 9.30pm with 30 minutes for tea</p> <p>Tuesday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 9.30pm with 30 minutes for tea</p> <p>Wednesday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 9.30pm with 30 minutes for tea</p> <p>Thursday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 9.30pm with 30 minutes for tea</p> <p>Friday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 8.30pm with 30 minutes for tea</p> <p>Shifts may change subject to business need, weekend hours depending on letting requirements and are discussed with the team and scheduled with as much notice as possible.</p>
<b>Weeks of contract:</b>	Full time (52 weeks per year)

### Role Description

#### Purpose of the Post

- To provide a range of practical site support functions to help ensure the security, care and maintenance of buildings
- To provide a range of practical site support functions to help ensure a clean, safe, warm and attractive environment for all users of the building, so that standards of availability, health, safety and appearance are maintained to the satisfaction of the Headteacher
- To provide a caretaking service
- To act as keyholder
- To assist the Line Manager in providing supervision and monitoring of work standards of routine practical cleaning and related support activities
- To assist the Line Manager in providing supervision and visitor control of contractors and visitors as appropriate

- To act as the Person in Charge during external lettings
- Flexibility to support services for the School and community

### **Key Tasks and Responsibilities**

To provide supervision of and support for the Cleaning Team, the Litter Pickers and the Exam Room Preparation Assistants, escalating problems to the Line Manager if required

To assist with the training and induction of Cleaning Staff, Litter Pickers, and Exam Room Preparation Assistants including (if required) safe use of electrically powered machines

To assist with day-to-day record keeping for payroll purposes including if required recording sickness or other absence on the timesheet, keeping the Line Manager informed of all relevant events and providing cover in their absence

Providing effective cover to ensure security, care and maintenance of buildings with shift-based caretaking system.

Assisting with the ordering and efficient stock control of caretaking/cleaning equipment and materials, ensuring safe and appropriate use and storage

Assisting the Line Manager in ensuring that the building is maintained to a high standard, to provide a clean, safe, warm and attractive environment for all users of the building thereby assuring and encouraging continued use by the community. Achieved by:

- a) Identifying and receiving notification of building defects and passing such information to the line manager
- b) Carrying out minor repairs and maintenance as agreed
- c) Carrying out handy person duties including but not limited to painting and decorating as agreed

Assisting the Line Manager to liaise with the surveyor and other appropriate authority and external representatives and contractors where appropriate

To ensure effective operation of the security alarm and fire warning system and to act as a keyholder of the school

To ensure that all health and safety regulations in respect of the building and workforce are complied with and appropriate action is taken to rectify any problems which may arise with regard to health and safety

To act as the Person In Charge during external lettings, in accordance with school procedures

To carry out all caretaking duties in accordance with school procedures

To carry out cleaning duties where appropriate in accordance with school procedures

To receive training as required, including working at height, operation of tools and machines, safe use of chemicals and substances, and school-specific procedures such as safeguarding

To have an awareness of the needs of different service users

To assist with school visitor control procedures and to alert the relevant staff in the event of a potential security breach

To work safely in accordance with school policies and procedures, following correct procedures for the safe use of materials, tools and equipment, including working at height, and ensuring relevant information is given to service users as required

To work co-operatively to enable efficient and effective teamwork and the best possible use of staff and resources to achieve a clean, healthy and safe environment

To carry out any other reasonable duties within the overall function of the role as directed by the Headteacher or the Headteacher's designated representative

#### **Line management or supervisory responsibilities (if applicable)**

- Supervision of Cleaning Staff (who are line managed by the Site and Facilities Manager)
- Supervision of Litter Pickers (who are line managed by the Site and Facilities Manager)
- Supervision of Exam Room Preparation Assistants (who are line managed by the Site and Facilities Manager)

#### **Supervision received (if applicable)**

- Works to standard instructions and established routines with access to technical help when required
- Line managed by the Site and Facilities Manager

#### **Corporate Responsibilities**

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations

<b>Person Specification</b>		
<b>A – application form R- references I – interview</b>		
<b>Knowledge and Skills</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>• Ability to support and supervise effectively</li> <li>• Ability to assist with basic paperwork</li> <li>• Ability to monitor and control caretaking and cleaning stocks and equipment</li> <li>• Ability to communicate effectively with colleagues, students and other users including visitors, contractors and hirers</li> <li>• Comprehensive understanding of safe working practices and risk assessment, including manual handling, COSHH and use of equipment</li> <li>• Ability to carry out physical tasks such as lifting and carrying including in awkward positions</li> <li>• Ability to operate tools, equipment and machinery including automated seating and electric buggy</li> <li>• Ability to operate buildings systems including fire and intruder alarms</li> <li>• Ability to identify building defects, and to carry out minor repairs and maintenance and handy person duties including painting and decorating</li> <li>• Knowledge of the procedures and processes relating to the care and maintenance of school buildings and site</li> <li>• Ability to plan own and others' work to meet the needs of the school and related deadlines with access to technical help when required</li> <li>• Ability to carry out routine cleaning tasks and to operate cleaning tools and equipment including electrically powered machines to a high standard in accordance with recognised practice, and to train others to do so</li> <li>• Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p>

<b>Personal Qualities</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>• Ability to remain calm in all situations</li> <li>• Ability to work co-operatively and flexibly as part of a team</li> <li>• Ability to work alone and deal with situations as they arise, following established procedures</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>ARI</p> <p>ARI</p> <p>ARI</p>

<ul style="list-style-type: none"> <li>• Ability to work in a range of environments including working at height</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Well organised with the ability to work systematically</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Takes care and pride in all tasks given</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Integrity, showing trustworthiness.</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Patient, tactful and approachable.</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Fosters good working relationships</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Aware of the different needs of different service users</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Committed to good health and safety practice</li> </ul>	E	ARI

Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>• Grade 4 (C) or above in GCSE Maths or equivalent.</li> </ul>	D	ARI
<ul style="list-style-type: none"> <li>• Grade 4 (C) or above in GCSE English or equivalent</li> </ul>	D	ARI
<ul style="list-style-type: none"> <li>• NVQ Level 2 or relevant vocational qualification or training</li> </ul>	D	ARI

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>• General knowledge and understanding of the requirements of a school environment</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Ability to relate to students aged 11 to 18</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Punctuality and reliability</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Understanding of the need for confidentiality and knowledge of data protection principles</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>• Commitment to the school ethos</li> </ul>	E	ARI