



Site Supervisor



Here at St Thomas More Catholic Academy we pride ourselves in having high standards and a great community spirit. As part of the site team you will be working directly with the site manager to maintain and improve the school facilities as well as supporting the school with any educational visits and mini bus transport needs.

Hours: 37 hours per week

Salary: £25,185

Days: Monday – Friday (9am – 5pm with a 4.30pm finish on a Friday) or (6.30am until 2.30pm with 2pm finish on a Friday) some flexibility will be required.

Your responsibilities will include:

- Security – unlocking and securing premises at agreed times and maintaining the key(s) in their possession for emergencies. Check and repair/report on security fencing and gates.
- Minor repairs to include minor internal decoration (repair).
- Checking that the heating and lighting systems are operating satisfactorily, and setting controls for their use.
- Disposal of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
- Replacing such consumable on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
- Ensuring that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
- Minor plant maintenance in accordance with agreed working practices and procedures.
- General portage and collection activities.
- Cleaning of designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores, graffiti etc.
- All equipment and protective clothing necessary for the job will be provided.
- Security, including testing and operation of the intruder alarm system. Responsible for custodian duties at all times and ensuring the availability of a nominated person for emergency call out on all designated sites.
- Health and safety matters included in standard documents covering working practices etc.
- Oversight of delivery, use, recording and monitoring of all essential services, e.g. gas, oil, water, electricity consumption and having regard to the need for energy conservation and management.
- Maintaining adequate levels of consumable, equipment etc.





- Minor repairs to include internal and external decoration, plumbing, joinery, plastering, glazing, electrical, drainage as directed by Head and/or Site Manager.
- Assist and advise the Operations Manager or Site Manager on matters relating to energy, conservation and other building fabric-related matters.
- Liaise with Police and Fire Officers in the event of damages or Community emergency.
- Moving furniture and equipment.

We warmly welcome applications from all denominations. Please see the attached full information.

Closing Date – Monday 22 June 2026 at 9:00am

Interviews are scheduled for WC 22 June 2026

Interviews are scheduled to take place immediately. If enough applicants are received the school reserves the right to bring the closing date to an early end.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). All appointments made are also subject to satisfactory references and medical clearance.

STM Catholic Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment in line with Keeping Children Safe in Education and the Prevent Duty.

