

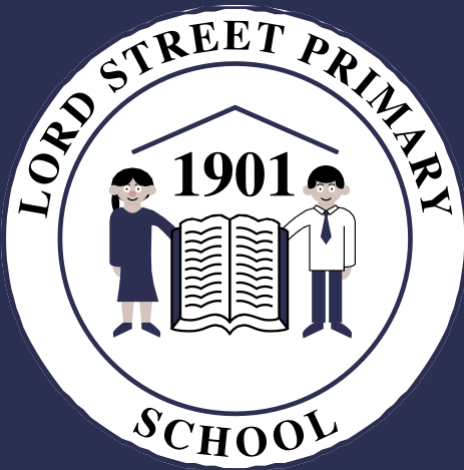
# Candidate application pack



**Lord Street  
Primary School**

**Site Supervisor**

# A message from the Headteacher



**We are a school in the heart of Colne who strive to ensure our pupils receive an excellent educational experience.**

Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

**Gaynor Canty**  
Headteacher

# A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

**John Tarbox**  
Chief Executive Officer

# Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

## Ambition

### Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

**In Action:** We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

## Collaboration

### Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

**In Action:** Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

## Trust

### Integrity, transparency, & accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

**In Action:** We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

## Staff benefits

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



**Bike 2 work  
scheme**



**CPD  
opportunities**



**Employee  
assistance  
programme**



**Local  
discounts**



**Occupational  
health support**



# Safeguarding statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



# Site Supervisor

**Salary Range:** Grade 5 (SP 6-11 - £25989-£28142)  
**Contract Type:** Full time  
**Contract Term:** Permanent  
**Start Date:** ASAP  
**Closing Date:** Friday 20<sup>th</sup> February 2026- Noon



## We are seeking to appoint:

We are seeking an individual who is deeply aligned with our school and trust vision and values, and who demonstrates the attributes and commitment required to excel in a site supervisor role. The successful candidate will share our ethos and have very high expectations for the upkeep, safety, security and presentation of the school site and buildings. They will be a proactive and highly organised professional, with a proven track record of managing premises effectively, prioritising maintenance and compliance, and ensuring the site supports the effective day-to-day running of the school. The role requires close collaboration with the wider staff body and a responsive approach to the operational needs of our children and families.

## Apex Collaborative Trust

### Apex Collaborative Trust offers:

- A **strong culture driven by values**, where **Ambition, Collaboration and Trust** are at the heart of everything we do.
- A **supportive Central Trust team** committed to improving outcomes for all children through meaningful **collaboration**.
- Access to **cutting-edge professional development opportunities** to help you grow.

### Why Choose Lord Street Primary School

- A **talented, dedicated team of staff** who are committed to ensuring every child flourishes/excels.
- A **diverse, inclusive and thriving** school with enthusiastic, well-behaved pupils who are eager to learn
- A school that **is at the heart of the community**
- **Ambitious and encouraging** environment promoting development and success
- A **supportive Central Team** to enable you to focus on provision of high-quality education.

### The ideal candidate will:

- **Align with our culture and values**, contributing positively to our team dynamic.
- **Have a proven track record of**, managing estates, and compliance effectively, ensuring a safe and secure school.
- **Demonstrate strong communication skills**, with the ability to convey information clearly and effectively.
- **Be an experienced professional** with a strong track record of success.
- **Be self-motivated and proactive**, showing initiative and a strong sense of ownership in their work to **ensure the safety and security of the school buildings**.



# Job Description

<b>POST:</b>	<b>Site Supervisor</b>
<b>GRADE:</b>	Grade 5 (SCP 6 – 11)
<b>PAY:</b>	£25,989 - £28,142
<b>CONTRACT TYPE:</b>	Permanent
<b>HOURS PER WEEK:</b>	37 hpw (7.00am – 15:00pm)
<b>WORKING WEEKS:</b>	Full Year Contract
<b>RESPONSIBLE TO:</b>	Operations Manager
<b>JOB PURPOSE:</b>	<p>Responsible for maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Operations Manager/Headteacher to ensure a secure, safe and hygienic environment for all building users.</p> <p>Responsible for the cleaning team, ensuring high standards of cleanliness within the school.</p> <p>The Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have robust Child Protection and Safeguarding Policies and all staff will receive training relevant to their role at induction and throughout employment and we expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational</b>	<ul style="list-style-type: none"> <li>Responsible for ensuring the security of the building and site, undertaking daily security checks,</li> <li>Act as a designated key holder, providing response to emergency calls out of hours</li> <li>Locking and unlocking of buildings at pre-determined times for lettings</li> <li>To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.</li> <li>Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture &amp; equipment on site</li> <li>Lead on the maintenance of the building and undertake minor repairs (not requiring a contractor) of a range of equipment and buildings</li> <li>To operate and check all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.</li> <li>Arrange emergency repairs and deal with problems as they arise</li> <li>Procure quotes for routine maintenance work on school premises</li> <li>Arrange regular maintenance and safety checks</li> <li>Plan and supervise the maintenance schedule</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Undertake necessary training to ensure competency relevant to role in; manual handling, working at height, monitoring of legionella's and fire safety and COSHH</li> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>



<b>Resource management or Buildings and Infrastructure:</b>	<ul style="list-style-type: none"> <li>• Line Manages the cleaning, grounds and caretaking staff within the school, including recruitment, induction, training, coordination of work and performance management</li> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Order, stock control and store cleaning and caretaking equipment and products safely and securely</li> <li>• Carry out regular health &amp; safety checks on buildings and equipment to identify faults/hazards</li> <li>• Supervise the work of contractors on site, checking that work is completed on time to the agreed standard and that they have the required permits to work on site</li> <li>• Contributes to the monitoring of the premises budget</li> <li>• Handles small amounts of petty cash for purchasing materials to carry out repairs</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff and pupils within the school.</li> <li>• Welcome contractors onto the site, check clearances and monitor work</li> <li>• Provides advice and on the job training on health &amp; safety procedures</li> </ul>
Administration / other	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Store equipment and products safely and securely</li> <li>• Ability to carry out informal risk assessments on buildings to identify faults/hazards</li> <li>• Order, stock control and store cleaning and caretaking equipment and products safely and securely</li> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the main responsibilities of the post, these may need to be adapted and adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Apex Collaborative Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.</li> </ul>



# Person Specification

Person Specification Role: Site Supervisor			
	Essential	Desirable	How measured
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ level 3 qualification or equivalent level of experience in order to gain the necessary skills</li> </ul>	<ul style="list-style-type: none"> <li>First aid certificate</li> <li>Health &amp; Safety qualifications</li> </ul>	A/C A/C A/C
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working knowledge of health and safety procedures and regulations, e.g. COSHH</li> <li>Good literacy and numeracy skills</li> <li>Ability to use tools for making minor repairs</li> <li>Knowledge of moving and handling procedures</li> <li>Experience of undertaking general cleaning and caretaking duties</li> <li>Experience of carrying out repairs and maintaining equipment</li> <li>Line Management experience</li> <li>Experience of working as part of a team</li> <li>Experience of operating premises-related mechanical, electrical, heating and water systems and other plant</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or similar setting including children.</li> </ul>	A/I/R  A/I/R  A/I/R  A/I  I/R   A/R/I  A/R/I  A/R/I  A/R/I
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Ambitious and reflective of own strengths and areas for development</li> <li>Respectful of others</li> <li>Collaborative with school and wider community and commitment to the school's ethos</li> <li>Resilient</li> <li>Shows initiative and good judgement skills</li> <li>Maintains confidentiality</li> <li>A good attendance and punctuality record</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>		I/R  I/R  I/R  I/R I/R  I/R  A/I/R  I/R
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Good communication skills, both written and verbal.</li> <li>Ability to manage time effectively to complete tasks with attention to detail and to a high level.</li> <li>Ability to work both alone and within a team to achieve specified standards</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of implementing health and safety policies</li> </ul>	A/I/R A/I/R  I/R

	<ul style="list-style-type: none"><li>• Ability to lead and motivate staff</li></ul>		A/I/R
Key A – Application R – Reference I – Interview C – Certificate			

# How to Apply

If you share our core values and meet the criteria for the role, please apply by following the process below.

Follow the link to complete an application form:

<https://mynewterm.com/jobs/145818/EDV-2026-CLSS-43449>

- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on: Friday 20<sup>th</sup> February 2026.**

*CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.*

*The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.*





Lord Street Primary School, Lord Street,  
Colne, Lancashire, BB8 9AR  
01282 865597

