



Senior Site Supervisor

Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF

Candidate Information

Together, pursuing life in all its fullness

Senior Site Supervisor

About the Role

The Trust is looking to appoint an inspirational and highly effective Senior Site Supervisor who is committed to supporting the Estates Team at the Diocese of Coventry Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community. The post will be part time, on a 3 day per week basis.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £25,944 - £31,104 FTE per annum, £15,566 - £18,662 actual salary.
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Deb Bacon, our Head of Operations and Compliance, directly on deb.bacon@covmat.org for an informal discussion about the post.

Please note the closing date for applications is Friday 13th February 2026. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on Thursday 26th February 2026.

Job Description

KEY PURPOSE

The Senior Site Supervisor will play a pivotal role in ensuring the effective management, maintenance, and development of school premises across the Trust. This includes supporting site staff, managing contractors, supporting capital projects, and ensuring compliance with health and safety standards. The postholder will work closely with the Estates and Facilities Business Partner and other central team colleagues to deliver safe, efficient, and well-maintained learning environments.

ACCOUNTABILITIES

The appointee will be line managed by the Estates and Facilities Business Partner.

PRINCIPAL RESPONSIBILITIES:

LEADERSHIP & OVERSIGHT

- Provide operational support and expertise to site staff across all Trust schools.
- Coordinate training and support the ABP to identify development plans for site teams, ensuring consistency and high standards.
- Conduct regular site visits to support SSO's to undertake their role effectively, identify opportunities to share skills and any issues, and support staff.

MAINTENANCE & REACTIVE WORKS

- Support SSO's to assess reactive maintenance requests to determine whether work can be completed in-house or require external contractors.
- Support site teams in delivering general maintenance and repairs.
- Develop and maintain a Trust-wide overview of SSO skills and expertise.

CONTRACTOR MANAGEMENT

- Monitor external contractors working on Trust sites, ensuring:
 - Compliance with health and safety regulations.
 - Quality of workmanship.
 - Adherence to safeguarding protocols.
- Support the SSO to maintain records of compliance documents from contractors.

CAPITAL PROJECTS & STRATEGIC SUPPORT

- Assist the Estates and Facilities Business Partner in planning and executing capital projects, including:
 - New construction.
 - Refurbishment.
 - Major maintenance works.

- Provide site-level support during project delivery, acting as a liaison between contractors and school leadership.

UTILITIES & ENVIRONMENTAL CONTROLS

- Maintain oversight of heating systems and controls across Trust sites.
- Identify opportunities for energy efficiency and cost savings.

GROUNDS & EXTERNAL AREAS

- Monitor and report all school grounds are safe, tidy, and in a good state of repair.
- Coordinate seasonal and routine grounds maintenance activities.

HEALTH & SAFETY COMPLIANCE

- Monitor and enforce health and safety standards across all sites.
- Conduct regular audits and inspections.
- Support schools in maintaining statutory compliance and preparing for external inspections.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Senior Site Supervisor will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.

- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications / knowledge and Experience						
1	Good knowledge of health and safety regulations	✓		✓	✓	
2	Ability to work flexibly, independently and as part of a team	✓		✓	✓	✓
3	Trade expertise e.g. plumbing, electrician		✓	✓	✓	
4	Basic DIY skills	✓		✓	✓	
5	Ability to plan, organise and prioritise	✓		✓	✓	
6	Caretaking	✓		✓	✓	
7	Building maintenance	✓		✓	✓	
8	Team working	✓		✓	✓	✓
9	Supervising a team of staff	✓		✓	✓	
10	Working with contractors	✓		✓	✓	
Personal qualities						
1	Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils	✓		✓	✓	
2	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust	✓		✓	✓	
3	Ability to work under pressure and prioritise effectively	✓		✓	✓	✓
4	Commitment to maintain confidentiality at all times	✓		✓	✓	
5	Commitment to safeguarding and equality	✓		✓	✓	
6	Embraces change well	✓		✓	✓	✓
7	Deals with difficult situations effectively	✓		✓	✓	✓
8	Able to work flexibly and out of school hours as required	✓		✓		
Physical requirements						
1	Be reasonably fit to carry out the duties of the job	✓		✓	✓	
2	Able to carry out some manual handling and lifting	✓		✓	✓	
3	Able to carry out work at high levels using appropriate equipment	✓		✓	✓	
4	Able to undertake lone working	✓		✓	✓	
5	Full driving licence and access to a vehicle	✓		✓		