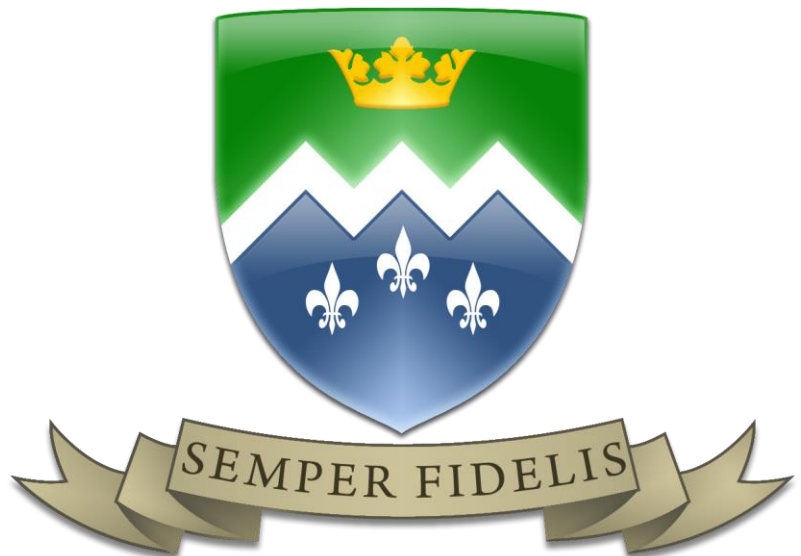


ST MARY'S CATHOLIC ACADEMY

Site Supervisor Application Pack



Closing date:
Monday 21st September 2026 –
midday

Shortlisting date:
Tuesday 22nd September 2026

Interview date:
Thursday 24th September 2026



Diocese of Lancaster
Education Service
Euntes in mundum



Welcome to St Mary's Catholic Academy

We are seeking to appoint a dedicated Site Supervisor to support our site team at St Mary's. The role is offered on a permanent basis, all year round, to commence as soon as possible.

St Mary's is a highly regarded oversubscribed Catholic Academy in Blackpool in the Diocese of Lancaster. The school is very much a Catholic family where everyone works together to support and challenge one another to be the best they can be. Our Catholic Ethos founded on the hallmarks of:

Catholic

Caring

Community

Challenge

is key to our success. Students and staff are all encouraged, as our mission statement states, to grow in wisdom, understanding, self-esteem and closeness to God. Many of our staff and students are Catholic or Christian, we are joined by a number of staff and students who aren't, anyone is welcome become and be part of our family as long as they are willing to support and contribute to the ethos and success of the Academy.

As Head Teacher, I believe that a happy, highly trained and well supported staff is the key to our success. Staff at St Mary's received a full induction programme and access our outstanding weekly professional development. All teaching staff also have 70 minutes of additional non-contact time per fortnight to focus on their own area of interest in enhanced professional development. New staff are also supported by regular, weekly coaching meetings and support from their subject areas; a range of leadership development programmes is also available.

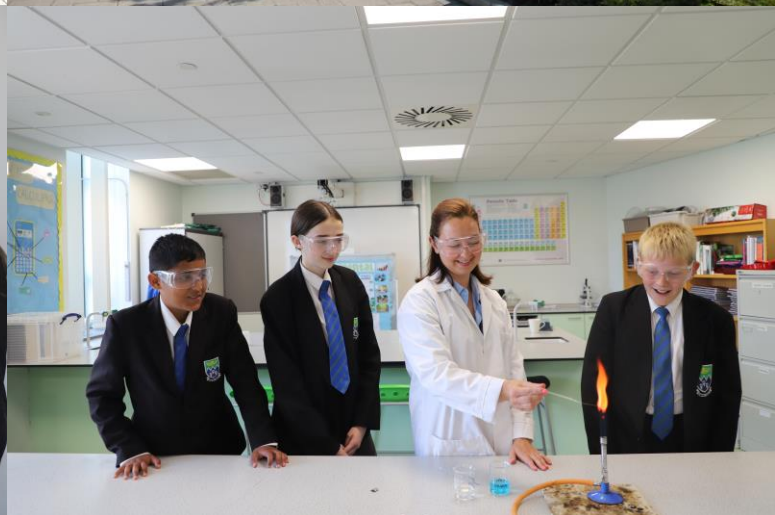
St Mary's is designated as Blackpool's research school and provides staff with the opportunity to benefit from the latest research and evidence in education. Everything we do, whether that be our innovative key stage 3 reading programme; our approach to revision and practice homework; or the design of our professional development curriculum for teachers; is researched evidence based.

Staff wellbeing is also a key part of our success as a school. A hard-working staff should be well supported and cared for to allow them to meet the demands made of teachers in a modern context. All staff are provided with their own personal laptop and extensive training and the support of colleagues. Staff are able to take advantage of the Schools Advisory Service Wellbeing package which offers access to Counselling, 24-hour GP helpline, Health advice and support, Physiotherapy advice and a range of other services. A well-resourced support team of IT technicians, admin staff, chaplaincy staff and site staff work hard to make sure the Academy runs smoothly and that teaching staff are well supported to focus on our core business of teaching. Workload issues are regularly discussed with our staff committee and policies around marking, assessment, reporting and home work are carefully designed to try and manage the workload for staff. An email protocol ensures staff are not disturbed by emails in an evening and small gestures like tea, coffee and biscuits served by our amazing housekeepers, free access to the school fitness suite; free annual flu jabs; a car valet service and regular staff social events all help to make our Academy and Trust a rewarding place to work. All of this work takes place in state of the art facilities. St Mary's was lucky enough to benefit from a 22.5 million point partial rebuild and refurbishment, we are so lucky to work in one of the best school building in the region.

Staff retention is high at St Mary's because staff are valued and in return work hard to ensure our students achieve the best possible outcomes. If what you have read so far is exciting and you feel that St Mary's is a community in which you will thrive and make a positive contribution to our ethos and journey, then we would love to receive your application. You will find more information about St Mary's and information specific to this role and the application process in the rest of this document. You can also find further information out about the Academy on our website.

Yours faithfully,

Mrs Juliet Morgan
Headteacher



Catholic - Caring - Community - Challenge

CEO Welcome

Dear Applicant,

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

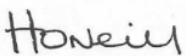
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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

What others say about St. Mary's

OFSTED

A full Ofsted Inspection of St Mary's in May 2022 was extremely positive and confirmed that St Mary's Catholic Academy continues to be good in all areas. Inspectors noted in relation to curriculum that: "Leaders have ensured that pupils follow a suitably ambitious curriculum. Pupils achieve well overall. This includes pupils with special educational needs and/or disabilities (SEND) and disadvantaged pupils. Students in the sixth form receive an especially strong quality of education." They were also pleased to see in relation to behaviour that: "Pupils behave well in lessons and around the school. They are polite and well mannered. They enjoy positive relationships with one another." We were pleased that inspectors noted the strength of personal development: "Pupils benefit from a strong programme of personal development. This includes age appropriate relationships and sex education and health education. Pupils learn about other cultures and beliefs. Teachers prepare pupils well for life in modern Britain." and our focus on the well-being and development of staff: "Leaders are passionate about supporting the wellbeing of staff. They put a strong emphasis on professional development, including research. They care for their staff. Teachers appreciate the efforts made by leaders to reduce their workload. Staff enjoy working at the school."

You can read full copy of the report here: <https://files.ofsted.gov.uk/v1/file/50187176>

Diocesan Section 48 inspection

Our 2023 Diocesan Inspection Report in graded us as "Good". The Academy was graded as "Outstanding" in Catholic life and mission and Collective worship. A copy of the full report is available on the Academy website. Some of the inspector's findings were:

- The school has exceptionally high standards of pastoral care and support for its students. Through the extensive range of services, student welfare is given the highest priority.
- Provision for chaplaincy, as well as the impact this team make on the lives of the students and staff, in and beyond the school is outstanding.
- Sixth form core religious education is very strong and strengthens the distinctive offer to Catholic students.
- The headteacher, leadership team, governors and trust board show a great dedication to the development of St Mary's as an inclusive and caring school. The highest priority is given to Christian formation and academic success.
- A very strong commitment to Catholic social teaching is evident throughout this community and students proactively engage in charity work.
- The strong sense of community is a defining characteristic and visitors often remark on the warm and inclusive atmosphere, extending to individuals of all faith backgrounds, making them feel part of the Catholic community.

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



Our Lady Star of the
Sea Catholic Primary
School



Sacred Heart
Catholic Primary
School



St Bernadette's
Catholic Primary
School



St Cuthbert's
Catholic Academy



St John's Catholic
Primary School,
Poulton



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 Peter's Catholic
Primary School



St Teresa's Catholic
Primary School



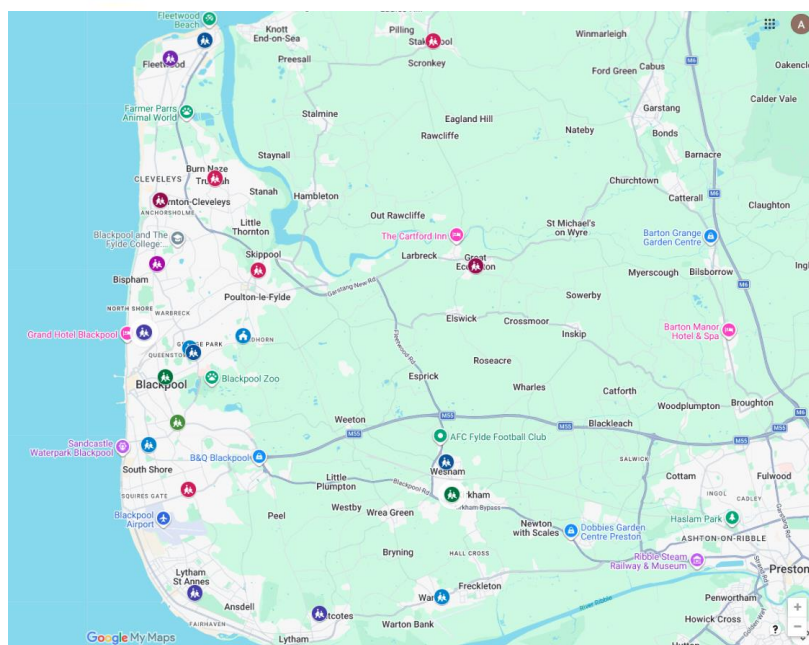
St William's Catholic
Primary School



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 additional information about the school or the role, please contact the school:

Telephone - 01253 396286

or

Email - admin@st-mary.blackpool.sch.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Mary's-Catholic-Academy/141257>

Evidence will be drawn from:

- Letter in support of application.
- Application Form.
- Task.
- Response to questions during interview.
- References.

Letter of application should:

- Be clear, concise and well presented.
- Demonstrate how you meet the person specification.
- Describe how you think your experience and this role will support the site team at St Mary's.
- Be no more than two sides of A4 in length.

Closing date for applications: **Monday 21st September 2026 – midday**

Shortlisting date: **Tuesday 22nd September 2026**

Interview date: **Thursday 24th September 2026**

Post Details:

Grade: NJC pay Grade D – scale point range 7 to 11

Salary: £27,274.00 to £29,071.00

Contract: Permanent, all year round

Hours: 37 per week

Start Date: As soon as possible

Job Description

Site Supervisor
Purpose of the role
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

Site Supervisor		
Category	Essential Criteria	Desirable Criteria
Qualifications & Training	• Good literacy and numeracy skills. • Willingness to undertake training relevant to the role (e.g. Health & Safety, Fire Safety, COSHH, Legionella awareness). • Full UK driving licence.	• Relevant trade or maintenance qualification (e.g. plumbing, electrical, carpentry). • First Aid at Work certificate. • IOSH or equivalent Health & Safety training.
Experience	• Experience of site maintenance, caretaking, or premises management in a school or similar environment. • Experience carrying out minor repairs and general maintenance work. • Experience monitoring contractors and checking quality of work.	• Experience supervising cleaning or site staff. • Experience supporting lettings or community use of facilities. • Experience maintaining heating, lighting, or alarm systems.
Knowledge & Skills	• Knowledge of health and safety and COSHH regulations. • Understanding of security systems, alarm procedures, and key holder responsibilities. • Ability to carry out a range of basic maintenance tasks safely and effectively. • Ability to identify and report hazards and undertake risk assessments. • Good organisational and time management skills. • Competent in the use of basic IT systems (e.g. email, maintenance logs).	• Awareness of safeguarding principles and confidentiality in a school environment. • Knowledge of relevant building regulations and statutory testing requirements.
Personal Qualities	• Reliable, punctual, and trustworthy. • Takes pride in maintaining a safe, clean, and efficient school environment. • Strong sense of responsibility and initiative. • Good communication and interpersonal skills when working with staff, pupils, and contractors. • Flexible and adaptable to changing priorities or emergencies. • Commitment to safeguarding and promoting the welfare of children.	• Positive, proactive attitude to school improvement and site presentation. • Willingness to support wider school activities and community use of facilities.

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 shortlisted. 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.

