



RIDGEWOOD
SCHOOL



Recruitment Pack

Position:
Assistant Site Supervisor



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Letter from the Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher
Ridgewood School

Values and Ethos

Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

Job Description

Post Title: Assistant Site Supervisor

Grade / Hours: Grade 7/37 hours per week, full time (Flexibility around working hours is required, e.g. split shift patterns and evening/weekends when needed.)

Responsible to: Site Manager

Purpose of role:

To assist the Site Manager in the organisation of the site staff including the drawing up of work schedules, and to provide cover whenever the site is in use. This is to include holiday cover, emergency back-up and call-outs.

To assist the Site Manager in keeping an effective record system for all aspects of the management, repair and maintenance of the site, including the daily deployment of staff, the progress of necessary work, and general resource control.

To assist the Site Manager in his responsibility for buildings maintenance including the preparation of specifications, scheduling work, placing orders, inspecting and monitoring work.

To assist the Site Manager in ensuring that furniture is kept in a good state of repair including undertaking a “rolling programme” of audit.

Main duties and responsibilities:

SECURITY

- To have responsibility for the school keys; to ensure the school is securely locked at night, at weekends and during holidays.
- Facilitating opening and locking up of site to authorised users.
- To act as part of the Site Team in regard to key holder duties for alarm callouts and to have a knowledge of the security camera system.

HEATING AND LIGHTING

- Effective operation of heating, lighting and water systems including all routine and general maintenance, the arrangements for servicing and overall efficiency of all energy systems.
- Day to day boiler care and routine maintenance.
- Replace consumable items such as light bulbs (after appropriate training is given).
- Identifying maintenance and servicing needs in respect of: fan heaters, lighting units, thermostats, boiler house, plumbing etc.
- Crisis management in terms of pipe of heater leaks and valve failure, including awareness of stop cock positions and emergency procedure for electricity and gas.
- Encouraging energy savings by all users whilst maintaining adequate levels of heating and lighting.
- Maintain an efficient working heating system.

MAINTENANCE AND REPAIRS

- Undertake a rolling programme of Residual Circuit Device testing as part of the Site Team
- Checking sewerage and water services to ensure effective operation and cleaning minor blockages as part of crisis management.
- Checking and maintaining doors, handles and locks.
- Cleaning of storm drains and gulleys as required.
- Maintaining furniture where on-site maintenance is possible – desks, chairs, lockers, etc.
- Removing graffiti and monitoring vandalism and maltreatment.
- Basic painting.

- Emptying of litter bins on a regular basis and maintaining a litter free environment.
- Maintaining general tidiness of the site including sweeping of paths and steps around site.
- Liaison with outside, or DMBC contractors on site to ensure access, adequate completion of job and tidying up.
- DIY work i.e. putting up shelves/notice boards etc.
- Identifying areas requiring attention and possibilities for savings – reporting them to the Site Manager for his attention and necessary action.
- Be responsible for the safe storage of materials and equipment.
- Clearance and gritting of paths and other appropriate areas during bad weather.
- To undertake basic grounds maintenance.

PORTERAGE

- Movement of furniture as required e.g. hall chairs, desks and chairs, classroom furniture.
- Movement of delivered goods around the school site.
- Assistance with setting up for exams.

HEALTH AND SAFETY

- To inform the Site Manager of all issues of concern, especially matters pertaining to Health & Safety.
- To be aware of the provisions of the Health and Safety at Work Act.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To be aware of and implement current guidelines and working policies e.g. asbestos, working in roof spaces and the enforcement of such policies/guidelines.

CLEANING

- Maintain links with the cleaning service provider, especially cleaner-in-charge, in order to promote good working relationships and mutual support wherever possible.
- To fulfil the cleaner duties of the designated areas; setting the example of the high standard of cleaning desired throughout the school.
- To monitor cleaning standards and keep the Site Manager informed.

OTHER DUTIES

- Occasional work outside of school hours to facilitate evening and weekend lettings.
- Undertake such other duties that may from time to time be reasonably requested.
- To participate in the process of appraisal.
- To undertake appropriate training as needed, to be able to undertake the duties and responsibilities that are required.

Hours of work to be 37 hours per week full time. Flexibility around working hours is required, e.g. split shift patterns and evening/weekends when needed.

All posts at the school are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Person Specification

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> Willingness and ability to obtain and/or enhance qualifications and training for development in the post Good standard of literacy and numeracy skills. 	<ul style="list-style-type: none"> Relevant qualifications/experience in general building maintenance. Vocational training. 	Application Interview References
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Working knowledge of Health and Safety. Experience of working in a similar environment. Experience of working as a member of a team. 		Application Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Able to develop good working relationships with staff, pupils, visitors, contractors etc. Able to work in and adapt to a fast-paced, changing environment. Able to problem solve and develop solutions. Ability to communicate effectively. Practical maintenance skills. Working knowledge of Risk Assessments/Management. Good organisational skills. 	<ul style="list-style-type: none"> Ability to use small industrial, electrical or mechanical equipment. 	Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Initiative and ability to prioritise one's own work. Time management skills. Flexible and willingness to adapt to the school's changing needs. Reliable. Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments). Available and willing to work flexible and unsociable hours. This will include evenings, weekends, holiday cover, emergency back-up and call outs. 	<ul style="list-style-type: none"> Willingness to take an active role in the wider life of the school. 	Application Interview References
The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service			

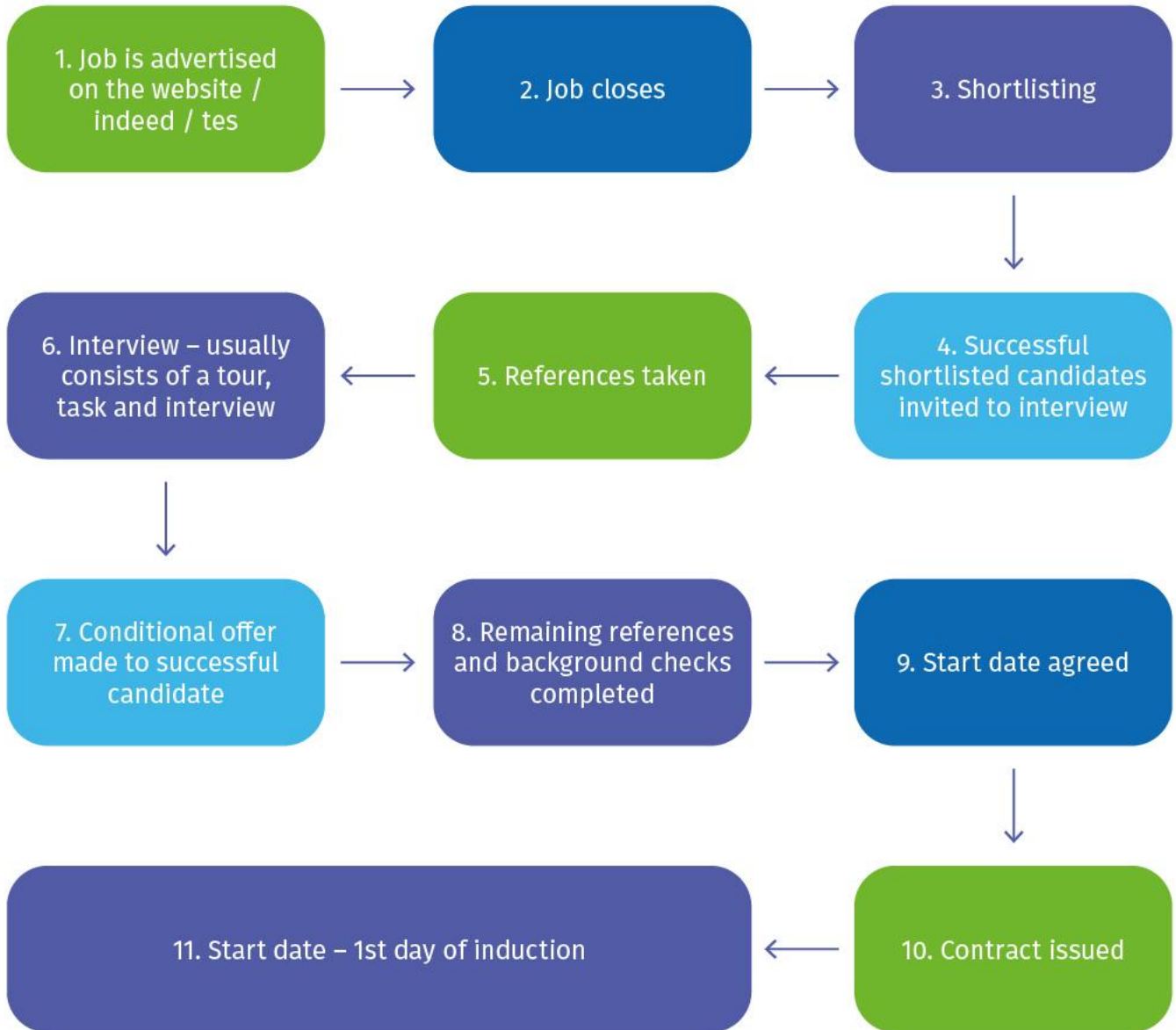
Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



Our Recruitment Process



Job Advert

Post: Assistant Site Supervisor

Salary: Grade 7 (£28,598-£32,597)

To start: As soon as possible after appointment

What makes Ridgewood School special?

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved a 'Good' rating in all categories, and we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and collaborate with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint an Assistant Site Supervisor to join our established site team, in providing a safe environment for students, staff and visitors. You will be a key part of the team, helping to keep the school safe and welcoming for all.

Why is the role of Assistant Site Supervisor right for you?

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2026-RS-08606>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

The closing date for this post is 9am Tuesday 12 May 2026. Interviews will be held soon after.

Ridgewood School reserve the right to close this advert prior to the closing date above.

The school is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.


The school operates a no smoking policy.

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 www.ridgewoodschool.co.uk