

Welcome from our Head Teacher



Thank you for your interest in joining Archbishop Ilsley Catholic School.

The ethos of Ilsley is quite simple. As a Catholic school, we want pupils to “let (their) light shine.” We want pupils to believe in themselves and strive to fulfil their vocation, whatever that may be. Pupils are polite and friendly and a real joy to work with. They are the main benefit to working at Ilsley.

We have great facilities: as well as a spacious staffroom (we have briefing twice a week in here), we have a well-stocked library, a sports hall, gym, fitness suite, astroturf and a muga, as well as a swimming pool.

I hope you find this application pack informative and useful. If you read some of our recent newsletters which you can find here <https://www.ilsley.bham.sch.uk/communication/abi-update/> or scroll through our posts from our Twitter account @ABIlsey, you will also get a flavour of what day-to-day life is like at Ilsley. I highly recommend you come to visit the school. Simply email recruitment@ilsley.bham.sch.uk and Adrian, or one of our maths teachers, would be pleased to give you a tour and hear your ideas about the role.

I look forward to receiving your application and meeting you in person.



Ciaran Clinton

Welcome from the Strategic Business Manager

Thank you for your interest in the role of Assistant Building Services Supervisor at Archbishop Ilsley Catholic School. We are delighted that you are considering joining our community.

At Archbishop Ilsley, the safety, security and upkeep of our school environment are central to everything we do. This role plays a key part in ensuring the site is well-maintained, compliant with health and safety standards, and supports effective teaching and learning.

You will be joining a supportive team, committed to maintaining a positive and safe environment for our students and staff.

We hope this recruitment pack gives you a clear sense of the role and our values. We look forward to receiving your application and wish you the very best with the process.



Adam Hicks



**Assistant Building Services Supervisor
36.5 Hours per Week
Grade 2 Points 2-8
£24,796-£26,834 FTE
Permanent contract**

Start Date: 1st May 2026

An exciting opportunity has arisen to join the site team at Archbishop Ilesley Catholic School. We are looking to appoint a dedicated, organised and proactive Assistant Building Services Supervisor to support the day-to-day management, maintenance and security of the school site.

Working closely with the Site Manager and wider staff team, you will help ensure the premises are safe, well-maintained and compliant with health and safety requirements, supporting an environment where students and staff can thrive.

Our Site Team offers:

- Supportive and committed colleagues;
- A strong culture of teamwork and collaboration;
- Opportunities to develop skills through training and professional development;
- A well-organised and supportive working environment.

The successful applicant will:

- Be reliable, organised and able to work in a busy school environment;
- Have good practical maintenance skills and a proactive approach;
- Understand the importance of health and safety and site security;
- Have strong communication skills and work well as part of a team;
- Be committed to maintaining a safe and welcoming environment;
- Support the school's distinctive Catholic ethos.

Deadline for applications: 9am on Friday 17th April

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Person specification for the role of assistant building services supervisor

Qualities and Attributes	Essential	Desirable	Evidenced By
Education and Training			
Relevant First Aid Qualification	X		Application Form
Experience of administering medication and managing medical needs	X		Application Form
Experience of working within a school		X	Application form
Quality of Provision			
Ability to manage and respond to medical incidents calmly and effectively	✓		Application Form/Interview
Good understanding of safeguarding and confidentiality requirements	✓		Application Form/Interview
Ability to maintain accurate medical records and documentation	✓		Application Form/Interview
Knowledge of relevant medical guidance and school policies		✓	Application Form/Interview
Personal Qualities and Characteristics			
A caring and compassionate approach when supporting young people	✓		Interview
Excellent communication and interpersonal skills	✓		Interview
Strong organisational skills and attention to detail	✓		Letter of application/Interview
Ability to work independently and as part of a wider pastoral team	✓		Letter of application/Interview
Ability to remain calm under pressure and respond to emergencies appropriately	✓		Letter of application/Interview
Commitment to safeguarding and promoting the welfare of children	✓		Application Form

What staff say about working at Archbishop Ilsley Catholic School

“Staff are really friendly...really supportive... not judgmental.” Male maths teacher

“Colleagues are fantastic... very supportive.” Female maths teacher

“I love it... so glad I made the move.” Female RS teacher

“It’s lovely here... people are so kind... offering to do things for you.” Female PE teacher

“We’re a great unit... we’re a family.” Male DT teacher

“Everyone made me feel welcome.” Female member of the admin team

“Staff are phenomenal... we’re a community.” Male RS teacher

“I absolutely love it here.” Female D&T teacher

“I really like working here... staff are great.” Female member of support staff

“People are lovely... very supportive of each other. It’s not just a job.” Female maths teacher

“I love working here... I 100% feel at home.” Male Humanities teacher

“I’m not Catholic but I don’t feel excluded... we’re one big family.” Female Humanities teacher

“I feel privileged to work here.” Female TA

“There is great camaraderie... there is a buzz in the staffroom.” Female TA

“Staff are really talented and loyal and willing... people care.” Female English teacher

“We have phenomenal staff... we have the best middle leaders.” Male member of SLT

“I love this school... there are so many amazing people here... the pastoral team are amazing.” Female member of support staff

“I feel really lucky to work here.” Female PE teacher

“Ilsley is the centre of the community.” Male PE teacher

“I love this school... I love teaching here.” Male Humanities teacher

“Teachers are so open minded... they say ‘we’ll try it’.” Male TA

“Archbishop Ilsley is an extension of our own family.” Female D&T teacher

“I don’t think there is a person I would go to for help, and they would say no... it would be a ‘YES’ – without a doubt.” Female Art teacher

Staff happiness is our priority. Things that make Ilisley a special place to work

1. Friendly and welcoming staff
2. Duke of Edinburgh – the best in Birmingham! A must for lovers of the outdoors and we're always looking for more volunteers.
3. A swimming pool! (Staff can swim between 7am and 8am Tuesday and Thursday)
4. Football after school on a Wednesday on the astroturf (everyone welcome)
5. Basketball in the gym after school on Friday (all are welcome)
6. Cambodia (Global Links Club) – the opportunity to be part of a group who run weekly training sessions for Year 12 pupils who wider their horizons and prepare them for their 16 day trip to South East Asia in June.
7. St Patrick's Day Parade – the only school to have a 'float' at the parade in Digbeth. Come along and get involved!
8. Spacious staffroom
9. Secret Saints (presents in pigeon holes)
10. An active Well-Being Committee
11. Strong and supportive union presence who work harmoniously with the headteacher
12. An understanding of those juggling work and family life – time off for children's first day at school, nativities, sports day etc
13. No unnecessary meetings
14. A workable feedback policy
15. Great extra-curricular opportunities (theatre, Houses of Parliament, dance competitions, Berlin, Battlefields, National Trust membership)
16. Whole school events for the pupils (Black Country Museum, Blackwell, Y8 Valentine's disco)
17. Half termly staff breakfast (briefing in the canteen)
18. End of term celebrations

Job description

Post Title: Assistant Building Services Supervisor

Start date: 1st May 2026

Post Purpose:

To uphold the Catholic Life and Mission of the school;
To support the management, maintenance and security of the school site;
To ensure a safe, clean and well-maintained environment for students, staff and visitors;
To assist in ensuring compliance with health and safety regulations and statutory requirements.

Reporting to: Site Manager

Working Time: 36.5 hours per week, working 5 out of 7 days

Salary/Grade: NJC Grade 2 SP2-8 £24,796 - £26,834

Disclosure Level: Enhanced

General Duties

To support the day-to-day operation, maintenance and security of the school site, ensuring that the premises are safe, clean and well-maintained so that students and staff can fully access all aspects of school life. The role holder will carry out general maintenance, assist with site inspections, ensure compliance with health and safety requirements, and respond to any issues promptly and effectively.

The post holder will actively support the aims and values of Archbishop Ilesley Catholic School and contribute to the Catholic Life and Mission of the school. They will also share in the corporate responsibility for the wellbeing and safety of all pupils.

Specific Duties

1. Site Maintenance and Operations

- Carry out general maintenance, repairs and basic DIY tasks across the school site;
- Support the upkeep of buildings, grounds and equipment to a high standard;
- Assist in regular site inspections and report/resolve any faults or hazards;
- Ensure the school premises are clean, safe and well-presented at all times;
- Assist with setting up rooms and spaces for lessons, events and lettings;
- Support the management of waste, recycling and general site tidiness..

2. Health and Safety Compliance

- Support the implementation of health and safety procedures and statutory compliance checks;
- Assist in monitoring fire safety equipment, alarms and emergency systems;
- Ensure safe access around the site, particularly in adverse weather conditions (e.g. gritting);
- Report hazards promptly and take appropriate action to minimise risk;
- Work alongside contractors on site, ensuring compliance with school procedures.

3. Security and Site Supervision

- Assist with the opening and closing of the school site, including securing buildings;
- Monitor the site to ensure the safety and security of the premises;

- Respond to alarms, emergencies and out-of-hours call-outs where required;
- Support the supervision of site access, including visitors and deliveries.

4. Teamwork and Support

- Work closely with the Building Services Supervisor and wider staff team;
- Provide support during school events, lettings and emergency situations;
- Maintain good communication with staff regarding site issues and requirements;
- Contribute to maintaining a safe, positive and well-functioning school environment.

Professional Standards

- Support the aims of the school in promoting a safe, clean and inclusive learning environment;
- Treat all members of the school community with respect and consideration;
- Demonstrate professionalism, reliability and punctuality at all times;
- Follow and uphold school policies and procedures, including safeguarding, health and safety, and security;
- Take responsibility for maintaining high standards across the school site;
- Be proactive in identifying and addressing site, maintenance and safety issues;
- Maintain appropriate records in relation to maintenance and compliance checks;
- Participate in relevant training and take responsibility for personal development;
- Attend staff meetings and briefings where required;
- Work collaboratively with colleagues and external contractors;
- Read and adhere to all relevant school policies and procedures;
- Undertake duties as reasonably assigned by the Headteacher or senior leadership team.

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

Signatures:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....(Teacher) Signed.....(Head Teacher)

Dated.....(Teacher) Dated(Head Teacher)

Our Safeguarding commitment

Archbishop Ilsey is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;
- An online search;
- DBS Barred List (if a teacher, cover supervisor or pastoral lead);
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- That you are not subject to a TS128 prohibition from a management position (if grade 4 or HOD or SLT);
- Qualifications (including degree certificate and A Level results);
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

This position is only available for candidates who have the right to work in the UK. We regret we cannot sponsor candidates from abroad or provide a work visa.

As a new employee you will be expected to uphold and promote our strong safeguarding culture.