

Wath C of E Primary School

Barnsley Road, Wath Upon Dearne, Rotherham, S Yorkshire

Site Supervisor

Application Pack

Site Supervisor

Purpose of the Role

The Site Supervisor plays a vital role in the smooth operation and ongoing development of the school. They are responsible for maintaining a safe and secure environment, working under the direction of the Headteacher and School Business Manager to ensure the effective upkeep and general maintenance of the school site and buildings.

This includes supporting cleaning, security and maintenance routines, carrying out minor repairs, monitoring contractors, and assisting with planned and preventative maintenance tasks.

The postholder will help ensure compliance with Health & Safety regulations and support the wider operational needs of the school.

Key Responsibilities

Health and Safety

The postholder will:

- Ensure safe access to the school during adverse weather (snow, ice, flooding) in line with Trust and school procedures.
- Maintain up-to-date knowledge of all key utilities across the site, including water and gas stopcocks, electrical breakers and isolation points.
- Carry out all duties in compliance with the Health & Safety at Work Act, relevant Codes of Practice and Trust Health & Safety policies.
- Support the completion and implementation of risk assessments, contributing information and ensuring practical control measures are followed.
- Identify and report health and safety concerns promptly, taking immediate action where necessary to keep pupils, staff and visitors safe.
- Ensure emergency exits, pathways and high-risk areas are kept clear, safe and accessible at all times.
- Participate in regular health and safety checks, inspections and audits, ensuring findings are recorded and acted upon.

Job Description

Sites and Facilities

The postholder will:

- Oversee the day-to-day maintenance, cleaning and general upkeep of the school site, including heating and hot water systems, portage duties and occasional cleaning tasks where required.
- Work with the School Business Manager and Headteacher to support wider school operations, site development and planned maintenance programmes.
- Assist with redecoration and refurbishment schedules, identifying areas for improvement and coordinating minor works.
- Arrange and oversee repairs, acting as project lead for small maintenance tasks and improvement projects under the direction of the SBM, ensuring value for money.
- Carry out regular inspections of the site, buildings, equipment and grounds, ensuring routine compliance checks (e.g. boilers, air handling units, fire safety equipment) are completed, recorded and actioned.
- Complete energy and meter readings, replace lamps/fittings where required and maintain specialist equipment such as stage lighting or drama resources.
- Ensure the site is clean, safe and well-stocked, including toilets, cleaning materials and refuse collection.
- Ensure tools, equipment and cleaning materials are stored securely, meet hygiene and COSHH requirements, and remain inaccessible to pupils.
- Monitor and respond to maintenance requests through IAM Compliant, ensuring timely resolution and accurate record-keeping. Liaise with premises and grounds staff to ensure all external areas are well maintained, safe and welcoming.
- Support the implementation of school sustainability measures, including identifying opportunities for improved energy efficiency and responsible use of resources.

Job Description

Security and Safeguarding

The postholder will:

- Take responsibility for the security of the premises, including unlocking and locking the site, acting as the main key holder and responding to call-outs, liaising with emergency services when required.
- Ensure the site is fully secured at the end of each day, including doors, windows, gates, and the safe shutdown or isolation of appropriate gas, electrical and mechanical systems.
- Carry out routine security checks, including monthly inspections of perimeter fencing, CCTV, alarms, fire safety equipment and security devices, ensuring all actions are recorded.
- Test fire call points, intruder alarms and emergency lighting on a weekly schedule, ensuring results are accurately logged and any issues escalated promptly within IAM Compliant.
- Monitor, report and escalate any security concerns to the School Business Manager and/or Headteacher, providing timely updates and recommendations where appropriate.
- Maintain professional conduct that aligns with safer working practice guidance and safeguarding expectations for all school staff.
- Attend relevant training and meetings to ensure security procedures, safeguarding responsibilities and safer working practices are consistently applied.

Administration

The postholder will:

- Maintain accurate inventories of equipment, plant and tools for the school, ensuring all items are logged, monitored and updated within IAM Compliant.
- Place and manage orders for housekeeping and site supplies through the school office, ensuring appropriate stock levels are maintained.
- Coordinate and track repairs and maintenance tasks in liaison with the Headteacher and SBM, logging all work requests, actions and outcomes within IAM Compliant.
- Maintain comprehensive records of inspections, compliance checks and preventative maintenance activities, ensuring all documentation is accurate, up to date and audit-ready.
- Create and maintain an audit of tools and equipment, including condition, safe storage locations and training requirements for safe use.
- Ensure all tools and mechanical equipment are inspected before use, kept in good working order and removed from service if unsafe.
- Assist the SBM with obtaining quotes and tenders for maintenance and improvement works, ensuring details are recorded and monitored through IAM Compliant.
- Support the completion of regular Health & Safety inspections and risk assessments, independently and with the SBM, and ensure all findings and follow-up actions are accurately logged.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the school's code of conduct.

Person Specification

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

QUALIFICATIONS AND EXPERIENCE	Essential	Desirable	Source A- application I- interview R- references
Hold recognised training/qualifications associated with premises management or a related trade	✓		A
Previous experience in site supervision or caretaking	✓		A
Understanding of Health and Safety legislation including COSHH, manual handling, fire safety	✓		A, I
The ability to operate and understand electrical/mechanical systems	✓		A
Competent at basic building repairs and maintenance	✓		A, I, R
Hold a full UK Driving Licence	✓		A
Ability to follow and apply safeguarding and safer working practice guidance consistently	✓		A, I, R
Experience maintaining accurate records for compliance or audit	✓		A, I, R
Training in compliance systems, premises software or digital monitoring tools		✓	A, I
Experience of working in a school or education setting		✓	A
Risk assessment experience/qualification		✓	A
Line management experience		✓	A, I, R

PERSONAL ATTRIBUTES	Essential	Desirable	Source A- application I- interview R- references
Demonstrates honesty, integrity and a strong sense of responsibility in all aspects of the role.	✓		A, R
Reliable, punctual and committed to maintaining high standards of safety and site presentation.	✓		A, R
Able to work calmly under pressure and respond flexibly to changing priorities or emergencies.	✓		A, I, R
Takes pride in the school environment, showing care, attention to detail and a proactive approach to problem-solving.	✓		A, R
Approachable, cooperative and able to form effective working relationships with staff, contractors and visitors.	✓		A, I, R

Person Specification

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ABILITIES, KNOWLEDGE AND SKILLS	Essential	Desirable	Source A- application I- interview R- references
Strong practical skills (e.g. DIY, repairs, minor maintenance)	✓		A, I
Good communication and interpersonal skills	✓		A
Ability to manage own time effectively and demonstrate initiative including establishing priorities	✓		A, I
Ability to work independently and as part of a team	✓		A, I
Ability to work professionally in a school environment, respecting safeguarding, confidentiality and appropriate boundaries	✓		A, I, R
Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	✓		A, I, R
Basic IT skills for record keeping and reporting	✓		A, I
Positive attitude, flexible and solution-focused	✓		A, I, R
Ability to identify and report site risks promptly using recognised procedures		✓	A, I, R
Ability to work flexibly, respond to unplanned issues and prioritise effectively in a busy environment		✓	A, I, R

Additional Requirements

- Enhanced DBS clearance
- Fully supportive references
- Commitment to safe working practices in line with Trust policies
- Commitment to maintaining confidentiality and handling sensitive information appropriately
- Willingness to undertake training required for the safe operation of equipment and compliance duties

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will make the education of their pupils their first concern, will be accountable for achieving the highest possible standards in work and conduct. Act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as up-to-date and will be self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

We are delighted that you are considering applying for a position at our school. We aim to ensure that our recruitment process is fair, transparent and supportive for all candidates.

How to Apply

Candidates should complete the official application form in full, ensuring that all sections are accurate and up-to-date. Your supporting statement should clearly demonstrate how your skills, experience, and personal qualities meet the requirements outlined in the job description and person specification.

Submission of Applications

Completed applications must be submitted by the stated closing date. Applications should be sent via the secure portal within My New Term.

Shortlisting

All applications will be assessed against the person specification for the role. Shortlisted candidates will be contacted directly with details of the next stage of the selection process.

Interview and Selection

The selection process may include a combination of interviews, practical tasks, lesson observations, or assessments relevant to the role. Candidates will be given advance notice of the format and requirements of the day. If you have any specific access or support needs, please inform us so reasonable adjustments can be made.

Pre-Employment Checks

All offers of employment are conditional and subject to the following:

- Satisfactory references
- Verification of identity and right to work in the UK
- Enhanced Disclosure and Barring Service (DBS) check, including checks against the Children's Barred List
- Verification of qualifications and professional status where applicable
- Completion of a health declaration
- Any further safeguarding checks deemed necessary in line with statutory guidance

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Recruitment processes follow safer recruitment guidelines and Keeping Children Safe in Education (KCSIE) statutory requirements.

Data Protection

Personal data provided during the recruitment process will be processed in accordance with current data protection legislation. Information will be used solely for recruitment purposes.