



# SITE SUPERVISOR APPLICATION PACK



Anthony Gell  
—School—

Care Aspire Achieve

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## Introduction

Thank you for downloading details of the Site Supervisor post. Please find included in the application pack some information about the school, a job description and a person specification.

Anthony Gell School is committed to the safety and welfare of all its students. The successful applicant must share this commitment and will be subject to a DBS check, qualifications check and identity check as well as detailed references.

We are seeking to appoint a Site Supervisor on a permanent contract to work 37 hours per week over 52 weeks. This post will provide the successful candidate with the opportunity to work within our highly effective premises team. The post requires someone who is willing to be flexible in their outlook to work and respond to the needs of the school to provide an excellent level of support. The postholder would benefit from skills in basic plumbing, decorating and grounds work; however, this is not essential and training will be given to the right candidate.

This post will be managed by our Premises Manager and form part of a team that includes the Premises Manager, two Site Supervisors and our team of cleaners.

If you would like any further information before you apply, please contact Holly Walker- Riggott (School Business Manager) via email [hwalker-riggott@anthonygell.co.uk](mailto:hwalker-riggott@anthonygell.co.uk). The closing date for applications is Sunday 22<sup>nd</sup> February 2026 and the interviews will be the week commencing Monday 2<sup>nd</sup> March 2026. The start date for this post is as soon as possible.

Visits to the school are welcomed and can be booked with Holly Walker-Riggott on the email above or by calling the school on 01629 825577.

I hope this pack gives you all of the information you need in order to make an informed choice about Anthony Gell School, but please feel free to contact us if you have any questions prior to applying.

I look forward to receiving your application.

Yours sincerely

**Malcolm Kelly Headteacher**



## Background Information

Anthony Gell School is a very successful, fully inclusive, Comprehensive school situated in the Derbyshire Dales within the market town of Wirksworth. The school takes its name from a 16<sup>th</sup> Century benefactor who helped first establish the school in 1576. The school benefits from the support of the Anthony Gell Foundation and occupies a generous plot close to the centre of the town.

Our school is within easy reach of the major centres of Derby and Chesterfield, as well as the beautiful Peak District National Park.

As well as serving Wirksworth and the villages nearby, Anthony Gell School attracts a growing number of students from further afield; with approximately one third of our intake coming to us from outside of our catchment area. The school is oversubscribed, with more families wanting to join us than we have places for. There is a waiting list for admission into most year groups.

Anthony Gell is a school at the heart of the community, with many families maintaining close links to the school for several generations. The staff body is made up of a blend of youth and experience. Students and staff share a sense of pride in their school which is reflected in an atmosphere of mutual respect and understanding for each other, the school environment and the wider community.

In 2023, AGS formally joined the other schools within the Embark Federation. Embark is a Multi-Agency Trust (MAT), of Derbyshire schools. The Trust's core beliefs of Family, Integrity, Teamwork and Success closely match those of Anthony Gell School. Our membership of Embark has helped our school to continue to grow and develop via outstanding partnerships and collaboration. Our staff benefit from networking with other colleagues from across our Trust. These opportunities help us to work together, support each other and develop professionally in an environment conducive to promoting good mental wellbeing.

Visitors are warmly welcomed to experience first-hand the unique ethos of the school. If you would like to arrange a visit, please do not hesitate to contact Fran Calladine, PA to the Headteacher, via her email address [fcalladine@anthonygell.co.uk](mailto:fcalladine@anthonygell.co.uk).

More information about our school can be found by visiting [www.anthonygell.co.uk](http://www.anthonygell.co.uk)



## **The Site Supervisor Role**

The Premises Team form an important and integral part of our school community and in recent years have worked successfully on improving the look of building and grounds alongside the core function of ensuring the school is safe and fully operational.

The advertised role of Site Supervisor will form a key part of this friendly and supportive team and the successful candidate should be prepared and enthusiastic to react to the daily demands of a busy school environment. The tasks undertaken are varied and differ on each day – some are routine, and others are by request or as part of the school development plan.

The team has the responsibility for the school's site and the maintenance of many aspects of our site, from welcoming contractors to managing the grounds, its cleanliness and appearance. All Site staff act as a key holder of the school, which means that they may be required to support a call-out for security checks as well as facilitating lettings. Any works outside of normal hours are paid accordingly.

The Site Team pride themselves on their integration with all staff and their support of students within Anthony Gell School. They work to help ensure the school runs seamlessly and support is offered to those who need it or ask for it. Any issues are dealt with swiftly, and any concerns are raised following the school policies and procedures. All members of staff play a significant role in and are responsible for the safeguarding of young people.

Training will be provided to ensure the successful applicant is fully competent within their role. Examples of training include use of equipment, manual handling, statutory training (health and safety, legionella, asbestos, fire etc); as well as optional extras such as Plasma scaffold training.



# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Site Supervisor</b>
<b>Terms</b>	<p><b>Grade 6</b> - 37 hours per week, 52 weeks per year.</p> <p>Shifts will be the option of:</p> <ul style="list-style-type: none"><li>• Monday/Tuesday 7am-3:30pm, Wednesday-Friday 10.30am – 7pm</li><li>• Monday to Friday 10.30am – 7pm</li></ul> <p>One hour lunch each day is included within this time.</p> <p>Alternate Saturday morning lettings to unlock and lock in term time plus ad-hoc evening lettings when on a late shift (such as parents' evenings, staff and governor meetings). Any lettings are paid at an additional rate.</p> <p>School Holiday working time 8am –4pm. Annual leave should be taken in school holidays (unless agreed by Premises Manager).</p> <p>Flexi-Days are available in lieu of overtime, as per the DCC Single Status agreement and as agreed by The Premises Manager. (Days taken must not affect the running of the school)</p>
<b>Reporting to</b>	Premises Manager
<b>Job Purpose</b>	Under the direction of the Premises Manager and in accordance with the practices and procedures for educational establishments, to ensure that the school site, premises and contents are properly, maintained, cleaned, secured and fit for purpose. To provide a grounds maintenance assistance as required. To act as key holder for the site.
<b>Working time and whole site responsibilities</b>	<ul style="list-style-type: none"><li>• The directed hours are 37 per week, but the Premises Manager and Site Supervisors may negotiate rotation duties to cover early or late shift working as required. This will be co-ordinated by the Premises Manager.</li><li>• The Premises Manager and Site Supervisors will share a responsibility for the security of the school premises out of hours. This may require an emergency call-out if deemed appropriate, as directed by the School Business Manager.</li><li>• Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time, day or night (as above).</li><li>• Leave should be taken within school holidays and as approved by the Premises Manager. Flexi and other leave can be requested, through the Premises Manager and if appropriate, will be approved.</li><li>• To undertake out of hours lettings including week nights and weekends as appropriate. This will be on a rota basis with the site team.</li></ul>



<b>Core Tasks</b>	<ul style="list-style-type: none"><li>• To ensure the heating plant and equipment is efficiently operated, to adjust as necessary and to report defects and malfunctions to the Premises Manager, School Business Manager or appropriate contractor(s).</li><li>• To be responsible for maintaining the security of the premises and contents in accordance with the school requirements.</li><li>• Regular maintenance of light fittings in accordance with safe working practices.</li><li>• To clear blockages from sinks, toilets, drains and grease traps and clean spillages.</li><li>• To keep external gullies and drains clear of debris and carry out regular litter sweeps of the grounds.</li><li>• To ensure there is clear and safe pedestrian access to the school, paying particular attention to the need for snow clearance and gritting.</li><li>• To carry out testing on site systems and record results.</li><li>• To use tractor equipment to manoeuvre large items through site, and for grounds maintenance as directed.</li><li>• To empty all bins on a daily basis, ensuring waste is correctly stored.</li><li>• To undertake portage tasks as required including setting up and clearing furniture, delivering orders from Reception to Departments.</li><li>• To ensure the site is maintained and fit for purpose.</li><li>• To undertake general painting and decoration.</li><li>• To carry out minor maintenance jobs.</li><li>• To maintain the grounds through maintenance of the borders, grass mowing, hedge trimming, pruning, re-seeding, top-dressing, maintenance of all-weather surfaces.</li><li>• To mark pitches in accordance with the needs of the sports users.</li><li>• To keep records and logs as required by the Premises Manager; some of which are statutory requirements.</li><li>• To clean areas as required by the Premises Manager.</li><li>• Providing effective cover to ensure security, care and maintenance of buildings within the two-shift caretaking system.</li><li>• Assisting with the ordering and efficient stock control of caretaking/cleaning/site equipment and materials, ensuring safe and appropriate use and storage.</li><li>• To ensure effective operation of the security alarm and fire warning system and to act as a key holder of the school.</li><li>• To ensure that all health and safety regulations in respect of the building and workforce are complied with and appropriate action is taken to rectify any problems which may arise with regard to health and safety.</li></ul>
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**All employees have the responsibility to:**

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's Performance Management (Appraisal) process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Represent the school at events as appropriate
- Support and promote the school ethos
- Ensure any documentation produced is to a high standard and is in line with the brand style
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Undertake any other reasonable duties at the request of the Headteacher or School Business Manager

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

**SIGNATURES**

- a. 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.
- b. The remuneration for this role is **Grade 6**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_



## Person Specification for SITE SUPERVISOR

<b>Education and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• COSHH trained (or ability to achieve within first 3 months)</li><li>• Asbestos trained (or ability to achieve within first 3 months)</li><li>• Working at Height trained (or ability to achieve within first 3 months)</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Qualifications in plumbing, joinery or decorating</li><li>• Level 2 qualifications including English and Maths</li></ul>	<b>Assessed by:</b>  <b>A, I, R</b>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Experience and knowledge in the use of equipment including vehicles, machinery and plant</li><li>• Ability to complete repairs and improvements of the site using plumbing, joinery and decorating skills</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Previous experience in caretaking within a secondary school</li><li>• Ability to drive a minibus</li><li>• Previous experience of grounds working</li><li>• Health and safety knowledge and understanding relating to premises</li></ul>	<b>A, I, R</b>
<b>Special Aptitudes</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• A commitment to safeguard children and young people</li><li>• Professional manner with a positive attitude</li><li>• Ability to complete basic administrative tasks such as ordering and record keeping</li><li>• Ability to communicate effectively and appropriately with children/young people, staff, parents, members of the public</li><li>• Team worker</li><li>• Reliability, including time management</li><li>• Willingness to be flexible and adapt working hours to respond to the needs of the role</li><li>• Physical ability to lift and carry equipment and furniture</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Competent in the use of ICT</li><li>• Ability to plan own workload</li><li>• Good understanding of Child Protection procedures (training will be provided)</li><li>• Good understanding of Equal Opportunities</li></ul>	<b>A, I, T, R</b>

**A** = Application

**I** = Interview

**T** = Task

**R** = Reference