



SITE SUPERVISOR

Recruitment Pack 2025/2026



WELCOME

Thank you for your interest in this role. Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich and inspirational curriculum, and a caring and supportive ethos to provide the best education we can for our wonderful students. We also believe we are a great place to work—and Ofsted's May 2025 inspection supports this:

"Staff are proud to work at the school. They appreciate the recent changes and leaders' consideration of their work-life balance. They feel well led and managed." (Ofsted, May 2025)

The school has proudly served the thriving community of Belper and its surrounding villages for over 50 years. Belper, located in Derbyshire on the edge of the Peak District, offers excellent road and rail connections to other parts of the country. Situated within the Derwent Valley World Heritage Site, the town has previously been named the Best High Street and Market Town in the UK. It has a creative and inclusive spirit, hosting an annual arts festival and a vibrant Pride event.

Our vision is encapsulated in the phrase: "Create Your Future. Be who you are and become who you aspire to be." This vision, supported by our Be Belper Values, shapes everything we do. These values are woven into daily school life and help guide students as they grow into confident, compassionate individuals. As Ofsted noted in May 2025, "Pupils are extremely proud and pleased to 'Be Belper'."

We have a distinctive ethos which is reflected in some of the unique ways we build mutual respect and trust across the school. Belper School is a non-uniform school, and students address teachers by their first names - an important and deliberate part of our culture. This contributes to a positive, respectful atmosphere, and supports our work to ensure that every child feels valued and respected.

We aim to equip students with the qualifications, knowledge, and character to lead happy, successful lives. Whether they go on to become international athletes, space engineers, creative professionals, or self-employed entrepreneurs, our alumni leave Belper School ready to thrive—and proud of where they came from.

We believe that investing in our staff is key to our success. Staff wellbeing is a top priority, and we recognise how this directly supports our high retention levels. Our Senior Leadership Team is highly visible and deeply committed to bringing out the best in every colleague. We are also supported by a strong and proactive governing body, who provide thoughtful and effective oversight.

Belper School is also a place where teachers can truly focus on teaching. As Ofsted observed: "There is a calm and productive atmosphere around school. Staff have high expectations of pupils' behaviour and conduct. Pupils are trusted to behave well, and they do."



THE ROLE

We are looking to appoint a Site Supervisor to join our team of premises staff. The successful candidate will be able to work well as part of a team and independently providing a range of practical site support functions to ensure the security, care and maintenance of the school, and to help ensure a clean, safe, warm and attractive environment for all users of the building.

This role is 22 hours per week (Wednesday, Thursday, Friday). Additional hours are occasionally available to cover holidays, sickness and weekend lettings to support lettings as part of our commitment to Belper Community Theatre. Additional hours are arranged in advance by mutual agreement.

If this role is of interest to you, please read the Recruitment Pack for further details about the role and how to apply. Please note C.Vs cannot be accepted for this role.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.



APPLICATION METHOD

Role Type: Permanent

Salary: Grade 5 Pay Point 4 : £14,974 – Grade 5 Pay Point 5 £15,211
(Actual Salary)

Hours: 22 hours per week

Application closing date: Midnight Sunday 1 March 2026

Interview Date: Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Should a successful appointment be made, we reserve the right to close this advert at any time.

Start Date: As soon as possible following pre-employment checks

Applications can be made online via the `Apply Now` button on My New Term.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

Role Description and Person Specification

Post title:	Site Supervisor
Grade:	Grade 5
Job Family:	Construction and Maintenance
Responsible to:	Site and Facilities Manager
Hours of work:	22 hours per week Wednesday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 9.30pm with 30 minutes for tea Thursday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 9.30pm with 30 minutes for tea Friday: 6.00am – 2.00pm with 30 minutes for lunch; or 1.30pm – 8.30pm with 30 minutes for tea Shifts may change subject to business need
Weeks of contract:	(52 weeks per year)
Flexible working:	Flexible working is not available in this post.

Role Description

Purpose of the Post

- To provide a range of practical site support functions to help ensure the security, care and maintenance of buildings
- To provide a range of practical site support functions to help ensure a clean, safe, warm and attractive environment for all users of the building, so that standards of availability, health, safety and appearance are maintained to the satisfaction of the Headteacher
- To provide a caretaking service
- To act as keyholder
- To assist the Line Manager in providing supervision and monitoring of work standards of routine practical cleaning and related support activities
- To assist the Line Manager in providing supervision and visitor control of contractors and visitors as appropriate
- To act as the Person in Charge during external lettings

Key Tasks and Responsibilities

To provide supervision of and support for the Cleaning Team, the Litter Pickers and the Exam Room Preparation Assistants, escalating problems to the Line Manager if required

To assist with the training and induction of Cleaning Staff, Litter Pickers, and Exam Room Preparation Assistants including (if required) safe use of electrically powered machines

To assist with day-to-day record keeping for payroll purposes including if required recording sickness or other absence on the timesheet, keeping the Line Manager informed of all relevant events and providing cover in their absence

Providing effective cover to ensure security, care and maintenance of buildings with shift-based caretaking system.

Assisting with the ordering and efficient stock control of caretaking/cleaning equipment and materials, ensuring safe and appropriate use and storage

Assisting the Line Manager in ensuring that the building is maintained to a high standard, to provide a clean, safe, warm and attractive environment for all users of the building thereby assuring and encouraging continued use by the community. Achieved by:

- a) Identifying and receiving notification of building defects and passing such information to the line manager
- b) Carrying out minor repairs and maintenance as agreed
- c) Carrying out handy person duties including but not limited to painting and decorating as agreed

Assisting the Line Manager to liaise with the surveyor and other appropriate authority and external representatives and contractors where appropriate

To ensure effective operation of the security alarm and fire warning system and to act as a keyholder of the school

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

To act as the Person In Charge during external lettings, in accordance with school procedures

To carry out all caretaking duties in accordance with school procedures

To carry out cleaning duties where appropriate in accordance with school procedures

To receive training as required, including working at height, operation of tools and machines, safe use of chemicals and substances, and school-specific procedures such as safeguarding

To have an awareness of the needs of different service users

To assist with school visitor control procedures and to alert the relevant staff in the event of a potential security breach

To work safely in accordance with school policies and procedures, following correct procedures for the safe use of materials, tools and equipment, including working at height, and ensuring relevant information is given to service users as required

To work co-operatively to enable efficient and effective teamwork and the best possible use of staff and resources to achieve a clean, healthy and safe environment

To carry out any other reasonable duties within the overall function of the role as directed by the Headteacher or the Headteacher's designated representative

Line management or supervisory responsibilities (if applicable)

- Supervision of Cleaning Staff (who are line managed by the Estate Manager)
- Supervision of Litter Pickers (who are line managed by the Estate Manager)
- Supervision of Exam Room Preparation Assistants (who are line managed by the Estate Manager)

Supervision received (if applicable)

- Works to standard instructions and established routines with access to technical help when required
- Line managed by the Site and Facilities Manager

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations

Person Specification

A – application form R- references I – interview

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> Ability to support and supervise effectively 	E	ARI
<ul style="list-style-type: none"> Ability to assist with basic paperwork 	E	ARI
<ul style="list-style-type: none"> Ability to monitor and control caretaking and cleaning stocks and equipment 	E	ARI
<ul style="list-style-type: none"> Ability to communicate effectively with colleagues, students and other users including visitors, contractors and hirers 	E	ARI
<ul style="list-style-type: none"> Comprehensive understanding of safe working practices and risk assessment, including manual handling, COSHH and use of equipment 	E	ARI
<ul style="list-style-type: none"> Ability to carry out physical tasks such as lifting and carrying including in awkward positions 	E	ARI
<ul style="list-style-type: none"> Ability to operate tools, equipment and machinery including automated seating and electric buggy 	E	ARI
<ul style="list-style-type: none"> Ability to operate buildings systems including fire and intruder alarms 	E	ARI
<ul style="list-style-type: none"> Ability to identify building defects, and to carry out minor repairs and maintenance and handy person duties including painting and decorating 	E	ARI
<ul style="list-style-type: none"> Knowledge of the procedures and processes relating to the care and maintenance of school buildings and site 	D	ARI
<ul style="list-style-type: none"> Ability to plan own and others' work to meet the needs of the school and related deadlines with access to technical help when required 	E	ARI
<ul style="list-style-type: none"> Ability to carry out routine cleaning tasks and to operate cleaning tools and equipment including electrically powered machines to a high standard in accordance with recognised practice, and to train others to do so 	E	ARI
<ul style="list-style-type: none"> Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed 	D	ARI

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • Ability to remain calm in all situations 	E	ARI
<ul style="list-style-type: none"> • Ability to work co-operatively and flexibly as part of a team 	E	ARI
<ul style="list-style-type: none"> • Ability to work alone and deal with situations as they arise, following established procedures 	E	ARI
<ul style="list-style-type: none"> • Ability to work in a range of environments including working at height 	E	ARI
<ul style="list-style-type: none"> • Well organised with the ability to work systematically 	E	ARI
<ul style="list-style-type: none"> • Takes care and pride in all tasks given 	E	ARI
<ul style="list-style-type: none"> • Integrity, showing trustworthiness. 	E	ARI
<ul style="list-style-type: none"> • Patient, tactful and approachable. 	E	ARI
<ul style="list-style-type: none"> • Fosters good working relationships 	E	ARI
<ul style="list-style-type: none"> • Aware of the different needs of different service users 	E	ARI
<ul style="list-style-type: none"> • Committed to good health and safety practice 	E	ARI

Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • Grade 4 (C) or above in GCSE Maths or equivalent. 	D	ARI
<ul style="list-style-type: none"> • Grade 4 (C) or above in GCSE English or equivalent 	D	ARI
<ul style="list-style-type: none"> • NVQ Level 2 or relevant vocational qualification or training 	D	ARI

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • General knowledge and understanding of the requirements of a school environment • Ability to relate to students aged 11 to 18 • Punctuality and reliability • Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area • Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the need for confidentiality and knowledge of data protection principles 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p>