

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## Site Supervisor Application Pack



Closing Date:  
Monday 29<sup>th</sup> June 2026 – midday

Interview Date:  
Monday 6<sup>th</sup> July 2026



# Welcome to St. Joseph's

At St Joseph's, part of the Blessed Edward Bamber Catholic Multi Academy Trust, we are committed to providing a nurturing, faith-filled environment where every child can grow academically, spiritually, and socially.

We are looking to appoint a friendly, organised and hardworking Site Supervisor to our school team. We are proud of our school and hope that the successful candidate will take pride in their work and work with us to create a wonderful environment for our children. Working under the direction of the Headteacher and the Business Support Officer you will contribute to the smooth running of the school by carrying out a range of caretaking duties to the agreed quality standards, including security of the site, health and safety management and premise maintenance.

The role includes opening up and locking up the school in a split shift so would suit a local person. This role also involves cleaning as well as completing statutory Health and Safety checks.

This is a highly valued and responsible position and it is essential that the successful candidate can demonstrate:

- Flexibility and commitment
- Good communication skills
- Initiative and the ability to work without supervision
- A practical and sensible approach to routine school maintenance, in observance of health and safety protocols
- Make an active contribution to the life of our community
- A calm and caring nature

Although set hours will be allocated, some flexibility will be required to meet the needs of the school. The post holder will be required to work the school holidays. Holiday entitlement must be taken during the school holidays.

Qualifications and skills:

- The successful candidate will not be required to have formal qualifications or experience as full training can be provided, although relevant experience would be an advantage
- Basic literacy and numeracy skills are required

Desirable experience:

- Experience in a similar role
- Ability to work as part of a team
- Basic DIY/Repair skills such as plumbing, joinery and decorating
- Ability to manage own workload and prioritise effectively
- Awareness of Health & Safety issues
- Experience of COSHH and Risk Assessments

As part of the Blessed Edward Bamber Catholic Multi-Academy Trust, we offer opportunities for professional growth and development. While this role is a key part of our daily school life, there are also opportunities to learn and grow within the wider Trust community, including access to professional development resources through the National College and in-house training.

If you are looking to make a difference in the lives of young people and contribute to a positive school environment rooted in Catholic values, we would love to hear from you.

Mrs L Freeman  
Headteacher



**“Aspire not to have more, but to be more”**

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Site Supervisor at St Joseph's Catholic Primary School. St Joseph's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

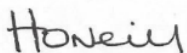
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

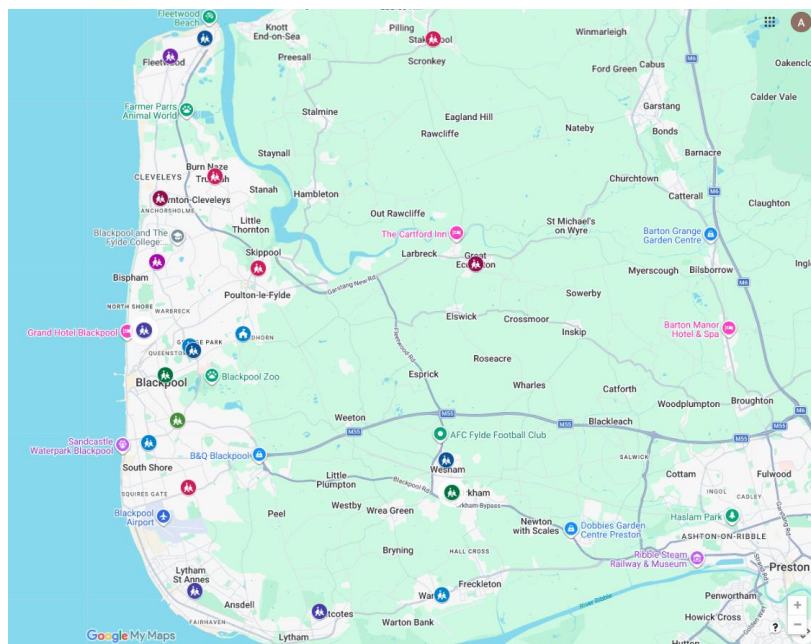
Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## **Prior to applying**

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact the school office:

Telephone - 01772 683009

or

Email - [bursar@st-josephs-kirkham.lancs.sch.uk](mailto:bursar@st-josephs-kirkham.lancs.sch.uk)

## **Application process**

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Joseph's-Catholic-Primary-School,-Medlar-With-Wesham/151087>

**Closing date for applications:** Monday 29<sup>th</sup> June 2026 - midday

**Interview date:** Monday 6<sup>th</sup> July 2026

## **Post Details:**

**Grade:** Lancashire Pay Grade 4 – scale point range 4 to 6

**Salary:** £25,185.00 to £25,989.00 (pro-rata, pay award pending)

**Contract:** Permanent, All year round

**Hours:** 16 per week

**Required:** As soon as possible

# Job Description

## Site Supervisor

### Job purpose:

Under the general guidance of the Business Support Officer , to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance. Management and monitoring of cleaning staff/work. The emphasis of this post will focus on either site supervision or Handyman activities.

### Main responsibilities:

*In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts.*

### Security & Supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s);
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;
- Dealing with enquiries from officers and employees of BEBCMAT, workers and contractors and, where appropriate, advising the Headteacher of their presence;
- Supervision of cleaning staff

### Caretaking and Maintenance

- Undertaking cleaning of allocated area(s), and closure cleaning;
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements;
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above);
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Headteacher or line manager;
- Drawing the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the premises which is beyond the competence of the site staff;
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
  - Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc;
  - minor maintenance of the heating system e.g. bleeding radiators;
  - minor repairs to school furniture, sports and classroom equipment;
  - painting and decorating as appropriate;
  - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
  - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window at a high level or glass covered by safety glazing regulations;
  - minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers.

# Job Description

## Site Supervisor

### Caretaking and Maintenance

- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean;
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc;
- Ensuring that adequate supplies of cleaning materials and other supplies are available;
- Operating the heating system so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures;
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate;
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage;

### Other duties

- Testing portable electrical equipment if trained and accredited to do so;
- Assisting in the recruitment, selection, induction and appraisal of cleaning staff;
- Planning of own workload and the planning and allocation of duties/hours of work for cleaning staff;
- Instructing cleaning staff in all aspects of their work;
- Undertaking letting and related duties as appropriate;
- Preparing the school premises and site for out of school activities and clearing up after these activities;
- Verifying claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints;
- Undertaking training as appropriate;
- Occasional collection of miscellaneous provisions away from school premises, where reasonable;
- Carrying out an annual check of site maintenance equipment stock against the Inventory.

### General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments;
- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Local Governing Body to meet changed circumstances in a manner compatible with the post held.

**Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**



# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**