

OUR LADY OF THE ASSUMPTION CATHOLIC PRIMARY SCHOOL

Site

Supervisor

Application Pack



Diocese of Lancaster
Education Service
Euntes in mundum



Closing Date:
Wednesday 25th February 2026 –
midday

Interview Date:
Friday 6th March 2026

Welcome to Our Lady of the Assumption

Dear Applicant,

Thank you for taking the time to consider applying for the Site Supervisor post in our school.

We are proud to be a part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT). We are a vibrant school, full of life, and greatly value the contribution each individual makes to our school family. The children at Our Lady's form a close knit and caring community; are keen and interested in learning and above all enjoy attending Our Lady's. The school's Governors are supportive and forward thinking.

There is a strong supportive team ethic at Our Lady's and staff work hard to provide a broad ranging curriculum which offers a large variety of learning opportunities and experiences for all children and take great pride in their work with them.

Visits to school and further discussion about the post are welcome and appointments can be made by contacting the school.

We look forward to meeting you and wish you every success should you decide to apply for this post.

Yours sincerely,

Peter Duffy
Headteacher



“Care, Learn, Respect”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Site Supervisor at Our Lady of the Assumption Catholic Primary School. Our Lady 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.

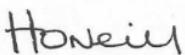
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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

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 you would like any additional information about the school or the role, please contact the school:

Telephone - 01253 762833

or

Email - clare.duffill@our-lady.blackpool.sch.uk

Application process

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

<https://mynewterm.com/school/Our-Lady-of-the-Assumption-Catholic-Primary-School,-Blackpool/150866>

Closing date for applications: Wednesday 25th February 2026 – midday

Interview date: Friday 6th March 2026

Post Details:

Grade: NJC pay Grade D – scale point 7 to 11

Salary: £26,403.00 to £28,142.00 (pro-rata)

Contract: Permanent, Term Time only plus 4 weeks

Hours: 30 per week

Start Date: As soon as possible

Job Description

Site Supervisor - Premises 4

Purpose of the role (job statement)

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Responsibilities

Key duties:

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required;
2. Act as the designated key holder for the school premises;
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms);
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site;
5. Arrange emergency repairs;
6. Arrange regular maintenance and safety checks;
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales;
8. Cleaning duties as required;
9. Monitor consumables and stock and order supplies;
10. Undertake general portage duties, including moving furniture and equipment within the school;
11. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately;
12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules;
13. Adhere to the safeguarding policy.

Individuals in this role may also:

1. Ensure the operation and maintenance of specialised equipment following training, for example sports / theatrical equipment;
2. Supervise the work of cleaning and premises staff;
3. Facilitate lettings and carry out associated tasks, in line with local agreements;
4. Handle small amounts of cash for the purchase of materials to carry out repairs.

Indicative knowledge, skills and experience

- Expertise in minor maintenance and repair;
- Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract and cleaning staff;
- Experience of communicating with school staff and external contractors (for repairs and maintenance).

Person Specification

Criteria	Essential (E)	Desirable (D)
Qualifications & Training	Good standard of literacy and numeracy	Relevant vocational qualification or training in building maintenance / facilities
	Willingness to undertake required training (H&S, COSH, safeguarding, fire safety)	First Aid or Health & Safety qualification
Experience	Experience of carrying out minor repairs and maintenance	Experience working in a school or educational setting
	Experience of working with building services (heating, lighting, alarms, security)	Experience as a key holder
	Experience of liaising with external contractors	Experience supervising cleaning or premises staff
	Experience of working with health & safety procedures	Experience supporting lettings or community use of premises
Skills & Knowledge	Practical maintenance and repair skills	Knowledge of COSH regulations
	Knowledge of site security and alarm systems	Knowledge of fire safety compliance and checks
	Ability to organise and prioritise workload	Ability to operate specialist equipment following training
	Effective communication with staff, contractors and visitors	Stock control and ordering experience
Personal Attributes	Reliable, trustworthy and conscientious	Proactive approach to identifying premises issues
	Ability to work independently and use initiative	Pride in maintaining high standards of presentation
	Calm and responsive in emergency situations	Flexible and solution-focused approach
	Physically able to undertake duties including lifting and moving equipment	—
Safeguarding & Compliance	Commitment to safeguarding and promoting the welfare of children	Experience working in a safeguarding-led environment
	Willingness to undertake safeguarding training	—
	Enhanced DBS clearance (satisfactory)	—

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.

