



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF  
Site Supervisor 3  
(Grade 5)

Application Pack

Required as soon as possible

## **School Site Supervisor 3**

### **Grade 5 – SCP6-11 - £25,989 - £28,142**

Full time (37 hours) between the hours of 10am and 6pm

Full Year (52 weeks)

**Please note holidays should not normally be taken during term time.**

Governors wish to appoint an enthusiastic Site Supervisor to join our team as soon as possible. Reporting to the Premises Operations Manager, the post holder will be part of the site team at Brownedge St Mary's and be responsible for day-to-day improvements and maintenance, as well as being involved in larger projects.

The successful candidate will be responsible for all aspects of site management across school in order to deliver a safe, secure, clean and well-maintained learning environment to support student outcomes and staff well-being. We are looking for a committed team player who is self-motivated, flexible and adaptable with high standards, has a can do attitude and excellent organisational and technical skills. You will have the ability to problem solve, multi-task and priorities your own workload and work effectively in a busy and at times challenging environment whilst providing excellent customer service to our school community including students, staff, visitors and other stakeholders and partners.

**"Pupils are united in their praise for the school's inclusive ethos. One pupil reflected the views of many, saying, 'You don't have to be afraid to be yourself here.'"**

**"Pupils and their parents and carers describe Brownedge St Mary's as a school with a 'family feel' where everyone is valued. Relationships between pupils and staff are built on genuine warmth and respect. Pupils are polite and respectful to each other and well cared for by staff."**

**OFSTED May 2025**

**"The pastoral provision is exceptional. The school is extremely welcoming, and the sense of community is palpable. ... (Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community. Staff have excellent relationships with students. Students are extremely respectful"** CSI Inspection November 2022

**Informal discussions and visits to the school can be arranged by contacting school on 01772 339813**

**Closing Date: 23rd February 2026 at 12 Noon**

**Proposed Interview Date: Week Commencing 02 March 2026**

**We reserve the right to close this post should we receive suitable applications prior to the closing date.**

**Therefore, we would encourage early applications.**

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion

**Further information and an application pack are available to download from the school website:**

**[www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk) or by calling the school reception.**

**Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk) or by addressing to Mrs D Walmsley at the school.**

Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people. Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. This post is subject to enhanced disclosure with the DBS. Please refer to our school website for further details on our safeguarding practices.

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here over 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As an inspirational, Site Supervisor you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Monday the 23<sup>rd</sup> February 2026 at 12 Noon.**

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,



Mrs Nicola Oddie  
Headteacher

# BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL

## School Context



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 774 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 10. In May 2022 we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, RE classroom, staffroom, music room and school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

In May 2025, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

## Job Description

### School Site Supervisor 3 (Grade 5)

<b>Post title:</b>	Site Supervisor 3
<b>Salary/Grade:</b>	Grade 5
<b>Responsible to:</b>	Headteacher, members of the Senior Leadership Team (SLT), Site Operations Manager and the Governing Body.
<b>Supervisory responsibility:</b>	School cleaning team

#### **Scope of Work – appropriate for this post:**

Acting with limited supervision, the postholder may manage a cleaning team, organising the work of the team and identifying and prioritising maintenance requirements and preparing work programmes. The postholder may be accountable for an agreed budget and will assist the Site Operations Manager in the promotion of school premises. Other responsibilities include acting as Health & Safety Officer for site related matters, and related resources to the agreed quality standards and assisting in the drawing up of specifications for contractors. In schools where contract cleaners are engaged, the postholder will ensure the cleanliness of the School premises and furnishings, monitoring compliance with the contractor and report issues in relation to non-compliance to senior management. The post holder will also be a keyholder for the school, and responsible for closing/securing the school premises at the end of the day.

#### **Accountabilities/Responsibilities – appropriate for this post:**

**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 support in organisation and management cleaning team.
- Act as key holder and 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 the Local Education Authority, workers and contractors and, where appropriate in liaison with the Headteacher/Deputy Headteacher(s).
- Monitoring and ensuring the cleanliness of the School premises and furnishings.
- Supervision of cleaning staff

##### **Caretaking and Maintenance**

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To arrange for the caretaking team (including the postholder) to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
- Basic plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;



- redecoration 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. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level or glass covered by safety glazing regulations.
- Drawing up, or assisting in the drawing up of specifications, for minor work to be undertaken by contractors in accordance with existing Service Level Agreements.
- Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing Service Level Agreements.
- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the caretaking (and cleaning) staff.
- Making arrangements for window cleaning by the caretaking staff, compliant with Work at Height Regulations.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertake cleaning as necessary, including closure cleaning

#### **Finance**

- To be accountable for small expenditures from an agreed budget.
- To assist the Headteacher, senior management and Governors in the promotion of the school premises to the outside community.

#### **Other duties**

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting in the recruitment, selection, induction and appraisal of caretaking and cleaning staff and the allocation of duties and hours of work.
- Planning own work and that of assistant(s) and cleaning staff. Issues relating to supervision/management of staff.
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff.
- Verifying claims for cleaning staff, caretaking, fees for lettings and making out forms for the requisition of stores and repairs.
- Maintenance of Inventory of/in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- Undertaking appropriate training
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Undertaking banking of cash where required, subject to risk assessment.
- To monitor energy consumption, and set up effective systems for recycling school waste.

#### **Health & Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the School.
- Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Committee for the School.

- To act as Health & Safety Officer for site-related matters, with appropriate training.

#### **General**

- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Person Specification

### Site Supervisor 3

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ Level 3 qualification in Caretaking (or equivalent) or a willingness to undertake	D	AF
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)	D	AF
Full driving licence (at School's discretion)	D	AF
<b>Experience</b>		
Experience of working as a caretaker or site supervisory function	D	AF
Experience of supervising staff	E	AF/I
Experience of writing maintenance programmes	D	AF/I
Experience of planning and programming work	D	AF/I
Experience of testing portable electrical equipment	D	AF/I
Experience of budget management	D	AF/I
Experience of working within a school	D	AF/I
Practical experience of monitoring contract arrangements	D	AF/I
<b>Knowledge, Skills and Abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard	E	AF
Ability to manage, train and develop staff	E	AF/I
Ability to resolve conflict	E	AF/I
Ability to develop effective working relationships	E	AF/I
Attention to detail skills	E	AF/I
Ability to work as part of a team	E	AF/I
Good oral and written communication skills	E	AF
Flexible attitude to work	E	AF/I
Ability to work in an organised and methodical way	E	AF/I
Time management skills	E	AF/I
Knowledge of Health & Safety guidelines	E	AF/I



Knowledge of CoSHH guidelines	E	AF/I
Knowledge of Recruitment & Selection procedures	E	AF/I
Good numeracy skills	E	AF/I
Basic DIY, maintenance and repair skills	E	AF/I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	AF/I
IT skills	D	AF/I
Good interpersonal skills	E	AF/I
Positive approach to customer care and service delivery	E	AF/I
Commitment to undertaking relevant training and development	E	AF/I
First aid certificate	D	AF/I
<b>Other (including special requirements)</b>		
Commitment to safeguarding and protecting the welfare of children and young people. The successful candidate will need to share fully in this commitment.	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Willingness to undertake MIDAS training course (where minibus duties are required)	D	I
Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	I
Willingness to respond to emergency callouts	E	I
Satisfactory attendance record/commitment to regular attendance at work	E	AF/I
As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.	E	I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## THE APPLICATION PROCESS

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

The letter of application should be

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise, outlining how your experience has prepared you for the post
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to

[recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (May 2025)**

### **A FEW EXTRACTS FROM THE REPORT:**

*“Pupils and their parents and carers describe Brownedge St Mary’s as a school with a ‘family feel’ where everyone is valued.” - A testament to our warm, nurturing culture and strong community ethos.*

*“Pupils are united in their praise for the school’s inclusive ethos. One pupil reflected the views of many, saying, ‘You don’t have to be afraid to be yourself here.’” – A powerful tribute to our school’s support for individuality and emotional safety.*

*“Pupils, especially those with special educational needs and/or disabilities (SEND), achieve well and typically move on to ambitious next steps in further education.” – Highlights our school’s effectiveness in supporting all learners to achieve and aspire.*

*“The school’s work on pupils’ personal development is a tangible strength. A meticulously designed programme of spiritual, moral and cultural opportunities is at the heart of school life.” “The school’s extensive programme of extra-curricular activities is noteworthy.” – Underscores the richness and intentionality of our wider curriculum.*

*“Pupils leave the school as confident individuals, more than ready for their next steps in life.” – A compelling summary of our ultimate impact on our pupils.*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

### **KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*“The pastoral provision is exceptional”*

*“The school is extremely welcoming, and the sense of community is palpable”*

*“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”*

*“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary’s”*

*“Students are extremely respectful”*

*“Student leadership opportunities are varied and extensive”*

*“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school’s ethos inspiring.”*