



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 2a
(Grade 4)

Application Pack

Required as soon as possible

School Site Supervisor 2a

Grade 4 – SCP4-6 - £25,949 - £25,989

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: 7th October 2026 at Noon

Proposed Interview Date: Week Commencing 12th October 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 or by calling the school reception.

Please return completed application to 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 2026, 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 **Wednesday 7th of October 2026 at 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 788 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 2(a) (Grade 4)

Post title:	Site Supervisor 2a
Salary/Grade:	Grade 4
Location	Brownedge St Mary's Catholic High School
Responsible to:	Headteacher, members of the Senior Leadership Team (SLT), Site Operations Manager and the Governing Body.
Supervisory responsibility:	School cleaning team

Scope of Work – appropriate for this post:

Under the general guidance of the Headteacher/Senior Manager/Site Supervisor 3/Site Manager, 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.

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 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 the Local Education Authority, 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.
- 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 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;
- 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
- Undertaking banking of cash where required, subject to risk assessment
- 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 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.
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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 2a

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 2 qualification in Caretaking (or equivalent)	D	AF/I
Full driving licence (at School's discretion)	D	
Experience		
Experience of undertaking manual tasks (e.g. maintenance, DIY etc)	D	AF/I
Experience of supervising staff	D	
Experience of testing portable electrical equipment	D	
Experience of security-related duties	D	
Knowledge, Skills and Abilities		
Ability to work as part of a team	E	
Good communication skills	E	
Flexible attitude to work	E	
Ability to work in an organised and methodical way	E	
Basic numeracy & literacy skills	E	
Attention to detail skills	E	
Basic DIY/Repair skills	E	
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	
Ability to manage staff	E	AF/I
Time management skills	D	
Ability to manage own workload and prioritise effectively	E	
Knowledge of Recruitment & Selection issues	D	
Awareness of Health & Safety issues	E	
Awareness of CoSHH	E	
Good interpersonal skills	E	
Positive approach to customer care and service delivery	E	
Commitment to undertaking relevant training and development	E	
First aid certificate	D	
Other (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	
Commitment to health and safety	E	
Willingness to undertake MIDAS training course (where minibs duties are required)	D	
Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	
Willingness to respond to emergency callouts	E	

Satisfactory attendance record/commitment to regular attendance at work	E	I
Note: We will always consider your references before confirming a job offer in writing.		

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

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.”