

Our Lady Queen of Peace

Catholic Engineering College



Application Pack

Site Supervisor

August 2025

Letter to Applicants

Dear Applicant

Thank you for expressing an interest in our post of Site Supervisor at Our Lady Queen of Peace Catholic Engineering College. Our Lady Queen of Peace is a fully inclusive Catholic school in Skelmersdale. We warmly welcome students of all abilities and backgrounds.

Our Lady Queen of Peace Catholic Engineering College is a very special Catholic community, in the heart of Skelmersdale, where everyone works hard to ensure that our young people receive an education in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises that gospel values are at the centre of every aspect of school life. Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

Our Lady Queen of Peace is looking for a Site Supervisor who:

- Embraces the Catholic Mission and Ethos of the school
- Is passionate about working with young people
- Will support the education, personal and social development of pupils
- Will work collaboratively with class teachers
- Is a good communicator
- Is ambitious and highly aspirational for students
- Wants to forge strong relationships with students of all abilities and backgrounds
- Will inspire students to work hard and achieve their best despite any personal difficulties they may be experiencing
- Cares deeply for the vulnerable and disadvantaged
- Has high standards and expectations
- Wants to make a huge difference to the lives of our young people

The school is on a journey of rapid improvement and has an exciting future. It will provide the training and support needed and the opportunity for you to develop your skills successfully. You will be a valued member of the staff team and we look forward to receiving your application.

If you wish to visit the school in advance, please contact the Business Manager Ms D Field via email: d.field@olqp.lancs.sch.uk. You will be made very welcome.

The closing date for the return of completed application forms is **5.00pm on Wednesday 27th August 2025**. Only shortlisted applicants will be contacted. **Please note, interviews will take place on Monday 1st September 2025**. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

Kind regards
Mrs. M Henshaw
Headteacher

Mission Statement

In Christ We Grow

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Salary	Grade 4, point 4-6, £25,185 - £25,989
Required	As soon as possible
Contract	Permanent
Hours of Work	Full-time, Full Year, 37 hours per week It is expected that all annual leave will be taken during periods of school closures unless prior agreement is obtained from your Headteacher.

Governors are seeking to appoint an enthusiastic Site Supervisor. Under the general guidance of the Headteacher/Business Manager/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. Monitoring of cleaning staff/work. The emphasis of this post will focus on either site supervision or Handyperson activities.

Duties & Responsibilities:

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;

<ul style="list-style-type: none"> • 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.
<p>Other Duties</p> <ul style="list-style-type: none"> • 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.
<p>General</p> <ul style="list-style-type: none"> • 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.
<p>Note:</p> <ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified and other duties, at no higher a responsibility level, may be interchanged with/added to this list at any time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications and Training	<ul style="list-style-type: none"> NVQ level 2 or above qualification in Caretaking (or equivalent) <p>Where local circumstances dictate, qualifications may be viewed as desirable</p>	<ul style="list-style-type: none"> Level 2 or equivalent qualification in English/Literacy and Mathematics/ Numeracy First Aid Certificate Full driving licence Willingness to undertake MIDAS training (to drive minibus) Additional qualifications 	Application Form
Experience	<ul style="list-style-type: none"> Experience of undertaking manual tasks (e.g. maintenance, DIY, etc) 	<ul style="list-style-type: none"> Experience of supervising staff Experience of testing portable electrical equipment Experience of security related duties 	Application Form
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Ability to work as part of a team Good communication skills Ability to work in an organised and methodical way Basic numeracy and literacy skills Attention to detail skills Basic DIY/Repair skills Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) Ability to relate well to children Ability to work unsupervised Time management skills Ability to manage own workload and prioritise effectively Awareness of Health & Safety issues Awareness of CoSHH Organisational skills 	<ul style="list-style-type: none"> Computer literate Ability to manage staff 	Application Form References Interview
Approach to Work	<ul style="list-style-type: none"> Flexible approach to work Positive approach to customer care and service delivery Adaptable in performing a variety of tasks and roles Be receptive to change Teamwork Initiative Excellent attendance and punctuality Prepared to take every opportunity to further professional development Willingness to work occasionally outside of contracted hours (e.g. parent evenings, open evening, presentation evening, lettings, etc) Willingness to respond to emergency callouts Commitment to regular attendance at work 		Application Form References Interview

Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to work • Positive approach to customer care and service delivery • Adaptable in performing a variety of tasks and roles • Be receptive to change • Teamwork • Initiative • Excellent attendance and punctuality • Prepared to take every opportunity to further professional development • Willingness to work occasionally outside of contracted hours (e.g. parent evenings, open evening, presentation evening, lettings, etc) • Willingness to respond to emergency callouts • Commitment to regular attendance at work 	<ul style="list-style-type: none"> • Practising Catholic 	Application form Interview References Task
---------------------------	--	---	---

Appointment Process

Number of Roll : 854

Please visit our website www.olqp.org.uk for more information about the school.

Closing date for applications: 5.00pm on Wednesday 27th August 2025
Interviews: Monday 1st September 2025

Applicants are asked to provide a completed application form including a supporting statement detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors prefer applications to be returned by email to Ms D Field d.field@olqp.lancs.sch.uk

Please note: Receipt of an application will be acknowledged by email. Only successful applicants will be contacted. It is our policy to take up references for shortlisted applicants from their present school. It would assist this process if you are able to provide email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the application process, please contact us via the details below:

Our Lady Queen of Peace Catholic Engineering College
Glenburn Road
Skelmersdale
Lancashire
WN8 6JW

Tel : 01695 725635
Email : d.field@olqp.lancs.sch.uk
Website: www.olqp.org.uk

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.