SITE SUPERVISOR 3 (Grade 5)

Grade 5 SCP 6 – 11

Salary £23893 to £ 25979 (Full-Time Equivalent)

Term Part-time Permanent

Required (ASAP)

Hours: 30 hours a week

Closing Date 16/02/2024 5pm (proposed interview date 26/02/24)

The role:

The Headteacher and Governors of Seven Stars Primary School are seeking to appoint a committed, friendly and hard-working person to the role of Site Supervisor (Grade 5). You will work alongside the School Leadership Team (including the School Business Manager) and premises support staff in helping to provide a clean, safe and effective learning and working environment for our children and staff.

This is an exciting opportunity to contribute to the development of our wonderful school at a crucial time in the life of Seven Stars.

Seven Stars is a ‘good’ (Ofsted July 2022) Lancashire Maintained Primary School. We are in the process of a DfE rebuild project, which is due to complete in 2025, and this will ensure an exciting educational future for all our pupils.

You will:

Work under the direction of the Headteacher and School Business Manager contributing 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 (including key holder responsibilities)
* health and safety management and premises maintenance
* management and monitoring of the cleaning team staff.

This is a crucial position in our school and it is essential that the successful candidate can demonstrate:

• Flexibility and commitment (which may require working some unsocial hours)

• Good social skills and an ability to communicate effectively with staff, children and parents

Initiative and the ability to work without supervision

• A calm and caring nature

A practical and sensible approach to routine school maintenance, in observance of health and safety protocols •

Applicants must have good practical maintenance skills in order to carry out minor repairs and general improvement of the building.

• The post is 30 hours per week, Term-Time Only (plus 4 weeks), which involves split shift working; 6.45am to 9.45am and then 3.30pm to 6.30pm Monday to Friday however this is negotiable for the right candidate (including possibility of single rather than split shift if this attracts the right person to the role)

The postholder is required to work flexibly to meet the needs of the school.

Desirable Qualifications

GCSEs or equivalent plus experience of working in a similar role or specialised skills acquired through significant on the job experience

NVQ Level 2 qualification in Caretaking (or equivalent)

Essential Experience:

- understanding of the work practices, processes and procedures relevant to the role

-supervising and managing staff

Desirable experience:  
- Experience of and confidence in using IT based systems that support the effective development of the role

-Experience in health and safety management

For further desirable and essential experience please see the Person Specification and letter.

Proposed Interview Date: 26/02/2024

Visits to the school are welcomed by arrangement with the Headteacher at the above contact number or by emailing [head@seven-stars.lancs.sch.uk](mailto:head@seven-stars.lancs.sch.uk) with SITE SUPERVISOR in the subject heading.