



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Site Supervisor

The Heights Blackburn





A message from the Headteacher

“The Heights mission is to prepare pupils to return to mainstream school or successfully go on to post-16 education. The school achieves this aim exceptionally well.” Ofsted - 2025

Thank you for expressing an interest in the position of Site Supervisor at The Heights, Blackburn.

This is a fantastic opportunity for an outstanding, ambitious and dynamic individual to join a good school at an exciting stage of its journey.

We are an Alternative Provision School in Blackburn. The Heights is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a 150-place school, part of Education Partnership Trust (EPT), serving the community of Lancashire and outlying areas. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In 2018, the school was judged as ‘Good’ in all areas by Ofsted. In 2025 Ofsted said, *“The Heights Blackburn has taken effective action to maintain the standards identified at the previous inspection.”* Inspectors found our school, offered “the highest standards of education to pupils”, made “a positive difference to pupils’ attitudes to learning”, and “High-quality relationships are the cornerstone of the school’s success”.

A copy of the report can be downloaded from the school’s website.

At The Heights our vision is to provide the opportunity for every young person to reach their potential and in so doing, raise standards, promote their spiritual, moral and social development including positive British values, respect and fairness. We have:

- High Expectations of ourselves, our pupils and our school community.
- A strong commitment and dedication to raising standards across our school.
- Constantly strive to improve by setting ourselves challenging goals through an ambitious curriculum.

We aim high at The Heights and expect high standards of behaviour and academic effort. Every student at The Heights is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our pupils to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at The Heights our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

The Heights is a successful Key stage 2 to Key stage 4 Alternative Provision school and over the past four years has achieved the following:

- Judged as Good across all four areas: Quality of Education, Behaviour and Attitude, Personal Development and Leadership and management.
- Pupil attainment is considerably above national averages for AP, making The Heights one of the top performing Alternative Provisions in the country.
- Established as the 'Alternative Provision school of choice' in the local area.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact the School Business Manager helen.rawnsley@theheightsfreeschool.org



J. Ashworth
Headteacher



**Education
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Trust**



Thank you for your interest in working with us at the EPT. We are a well-established, inclusive and successful Multi Academy Trust, focussed on improving the outcomes of all our pupils.

We place pupils at the centre of all decision making to ensure they achieve the highest academic standards and reach their full potential. Raising the achievement of disadvantaged pupils is of particular importance to us.

I wish you all the best with your application.



Mark Cocker
Chief Executive Officer

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Site Supervisor

Hours:	Full time - 37 hours per week
Weeks Worked:	All Year Round
Start Date:	1st July 2026
Salary:	SCP 16-23 - £30,518 to £34,434

The Heights Blackburn wishes to appoint a hardworking, enthusiastic and committed Site Supervisor. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

Under the general guidance of the Headteacher/School Business Manager contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards, including security and supervision of the site and related equipment, and other site duties including portage, cleaning and maintenance including monitoring of contract cleaning work. The emphasis of this post will focus on school maintenance and supervision, legal safety compliance checks and DIY activities. The balance of duties will be determined by the needs of the school.

What are the job requirements?

- Competent with general maintenance/DIY including painting, joinery and repair
- Site Supervisor's Skill Course (CITB) or Caretaking Course (NVQ)
- Recognised Trade Qualification (i.e. joinery, plumbing, plastering, building etc)
- Willingness to undertake training
- CSCS card
- Full clean driving licence

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Access to government pension schemes.
- Free parking



- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: Sunday 14th June at 17:00

Interview date: Wednesday 17th June

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Site Supervisor

Reports to: School Business Manager

Grade: SCP 16-23

JOB PURPOSE:

Under the general guidance of the Headteacher/School Business Manager contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards, including security and supervision of the site and related equipment, and other site duties including portage, cleaning and maintenance including monitoring of contract cleaning work. The emphasis of this post will focus on school maintenance and supervision, legal safety compliance checks and DIY activities. The balance of duties will be determined by the needs of the school.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Organisation

- Ensure all areas of the school are prepared and ready for relevant use, including cleaning of specified areas and oversight of cleaning for the whole school.
- Taking responsibility for the security of the building, including opening and closing of school for ready for the school day, meetings, maintenance and emergency services.
- Being responsible for the maintenance of equipment and machinery.

Responsibilities

- Taking a lead role in day to day security of the premises.
- Reporting and arranging for repair to any structural defects, premises, plant or equipment faults or breakdowns, ensuring these are reported to the Head Teacher/ School Business Manager as appropriate.
- Ensuring housekeeping standards are monitored and, where necessary, reporting concerns to the Head Teacher/ School Business Manager as appropriate.
- Undertaking routine in house inspections, tests and maintenance as required, keeping relevant records to ensure legal compliance (i.e. legionella checks, health & safety checks, fire alarm and emergency lighting etc.) and report any concerns to the Head Teacher/ School Business Manager as appropriate.
- Acting as a key contact and liaison for contractors.

- Completing all activities in line with specific safety procedures reporting any concerns to the Head Teacher/ School Business Manager as appropriate.
- Be aware of, keeping up to date with and compliance with policies and procedures relating to Health, Safety and security.
- Ensure adequate and regular testing of all systems in accordance with health & safety and maintenance procedures.
- Ensure that all equipment is used in a safe manner, and any faults/incidents are dealt with and reported to the School Business Manager.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Ensure all maintenance rooms are kept tidy and items labelled for easy identification of equipment and resources by staff and contractors, including the Site Supervisor and Cleaner's rooms.
- Undertake Caretaking and DIY jobs as appropriate and carry out first line repairs and maintenance.
- Repairing doors, broken windows, handles etc. in the school.
- Undertaking carpentry works as required.
- Undertaking small remedial works including moving, replacing or erecting stud walls and or partitions.
- Paint and decorating as required.
- Replacing ceiling tiles, skirting boards and carpet tiles where required.
- Addressing any acute internal issues for example blocked drains, toilets, minor spillages, replacement of light bulbs and lamps.

Resources

- Operating cleaning or any school provided equipment in a safe and appropriate manner.
- Ensure orderly and secure storage of cleaning equipment at all times.
- Be responsible for the provision/ordering of stock/equipment.
- Be responsible for maintenance and general up keep of the grounds.

Administration

- Maintaining correct and up to date health & safety records and premises maintenance logs.
- Ensure correct and up to date stock analysis.
- Attending the School's Health & Safety committee meetings where required.
- To identify and prioritise maintenance requirements, prepare and organise work programmes with the School Business Manager.



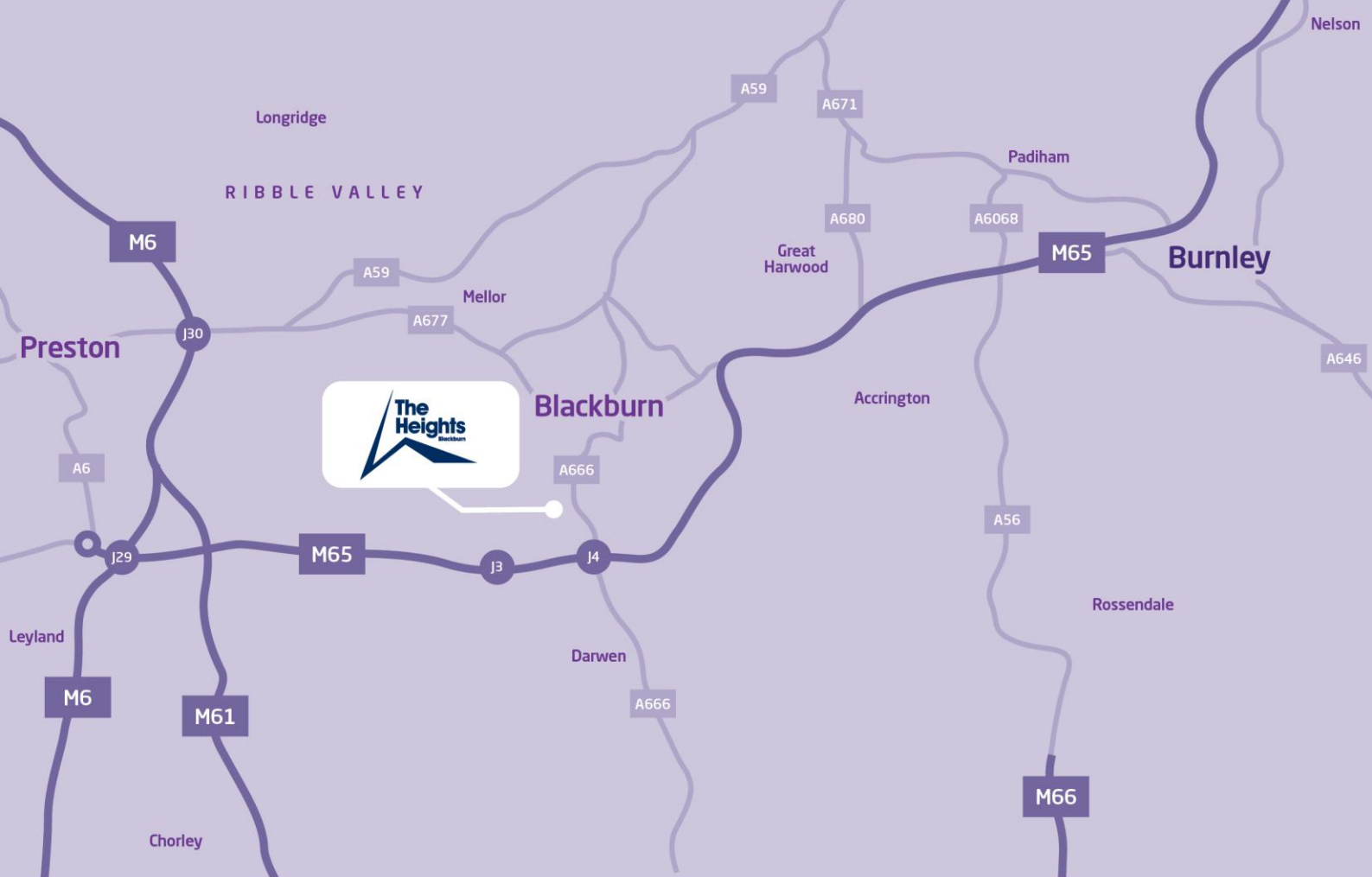
General

- Working as part of a team and support the role of others always contributing to the overall work of the school and if required, support other sites within the Trust.
- Undertaking personal development through training and other learning activities including performance management, as required.
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection including GDPR, reporting all concerns to an appropriate person.
- Keeping the school grounds and immediate external areas free from litter.
- To carry out any other reasonable duties requested by the Headteacher commensurate with the level of the post to support whole school development.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

<p>General</p> <ul style="list-style-type: none"> • Commitment to meeting the needs of the school community • Awareness of safeguarding issues • Able to work in a busy school environment and relate effectively and suitably to both children and adults • The ability to establish good professional relationships at all levels. • Experience of working to deadlines or specific contract periods • Evidence of practical application of aspects of building/grounds maintenance 	<p>E D E E E E</p>	<p>A/I A/I A I A/I A/I A/I</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Site Supervisor's Skill Course (CITB) or Caretaking Course (NVQ) • Recognised Trade Qualification (i.e. joinery, plumbing, plastering, building etc) • Willingness to undertake training • CSCS card • Full clean driving licence 	<p>D E E E D</p>	<p>A/I A/I A A/I A</p>



Contact

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An Education Partnership Trust School