



# Site Supervisor



Dear Applicant,

Thank you for your interest in the position of Site Supervisor at Northbrook Primary Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', is positioned above the printed name and title.

David Clayton  
Chief Executive



**BURSCOUGH  
PRIORY ACADEMY**



**BRINDLE GREGSON  
LANE PRIMARY**



**CHURCHTOWN  
PRIMARY SCHOOL**



**NORTHBROOK  
PRIMARY ACADEMY**



**TARLETON  
ACADEMY**



**LINAKER PRIMARY  
SCHOOL**



**ENDEAVOUR  
COMMUNITY**



**WELLFIELD  
ACADEMY**



**ORMSKIRK  
SCHOOL**

Dear Applicant,

Thank you for showing an interest in the role of Site Supervisor at Northbrook Primary Academy, part of the Endeavour Learning Trust.

Northbrook Primary Academy is a growing and thriving school. At our school, you will find inspirational and challenging teaching and learning, outstanding pastoral care and a genuine belief that every child can succeed. Our overriding priority is to get to know each of our children for their own special uniqueness. Building and maintaining strong relationships with our parents is essential to this and we also take our role at the heart of the community seriously. We are proud of our significant improvements over recent years and we will continue to provide the very best for each and every one of our students.

We are a school with a nurturing environment which is dedicated to developing happy, respectful and independent young people. All of our staff are extremely passionate about ensuring the successful development of each individual child. Our children behave really well and they thrive in our warm, welcoming yet ambitious environment.

One of our many strengths is our community spirit and family feel; our size means that each student is well known as an individual and supported by key staff, as well as being challenged to be the best they can be. Getting the right balance between academic and pastoral support is vital to us. At Northbrook Primary, we believe that every student should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we get the right balance between encouragement and support and stretch and challenge.

We hope the information in this pack give you an insight to who we are and what we do.

Yours faithfully,

J Shorrocks  
Executive Headteacher

## Site Supervisor

**Part time, Permanent, All year round**

**Grade 5 SCP 6-11**

**FTE £25,183 - £27,269**

**Pro Rata £20,418.64 - £22,110**

At Northbrook Primary Academy, we're all about creating a welcoming and inspiring place to learn and work. We're looking for a hands-on, enthusiastic Site Supervisor to help us keep it running smoothly and looking its best. We're looking for someone who takes pride in their work and loves keeping things safe, tidy, and in tip-top shape. In this role, you will lead on ensuring our school is a great place for our children, staff, and visitors every day.

As a Site Supervisor at Northbrook Primary, you'll:

- Keep the school site secure and ensure everyone feels safe.
- Maintain a high standard across the school, making it a great place to learn and work.
- Ensure completion on compliance checks and keeping us on top of health and safety requirements.
- Take care of minor repairs and day-to-day maintenance tasks.
- Work with contractors on larger jobs and projects.
- Lend a hand setting up for school events and activities.
- Take part in training and development to build your skills.

You don't need to tick every box, but we'd love to hear from you if you:

- Have experience in site or facilities management (or a similar role).
- Have a good understanding of health and safety and are keen to learn.
- Enjoy problem-solving and can work both on your own and as part of a team.
- Are proactive, flexible, and ready to roll up your sleeves to get the job done.
- Care about creating a safe and welcoming environment for everyone.

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust Team.
- Access to the Local Government Pension Scheme – 18% employer contribution!!
- 26 days annual leave PLUS bank holidays
- Free on-site parking
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- 50% off Endeavour Children's Holiday Camps
- Access to a Blue Light Card with thousands of discounts and savings on big brands.

This position is part time, permanent and all year round. Working 30 hours per week Monday to Friday.

### HOW TO APPLY

To apply, please complete an application form in full, along with a personal statement to support your application, outlining the relevant experience you can bring to Endeavour Learning Trust. Please return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

Applications should be submitted by 9am on Tuesday 25<sup>th</sup> March 2025

Interviews are to be held on Thursday 27<sup>th</sup> March 2025

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

If you require any further information please contact our Operations Manager, Emma at [e.borg@northbrookpa.org](mailto:e.borg@northbrookpa.org)

### SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION



## SITE OPERATIVE

Under the general guidance of the Site Supervisor to contribute to the smooth running of the Academy by carrying out a range of site supervisory duties to the agreed quality standard, including security and supervision of the site and related equipment and other duties including portering, cleaning and maintenance. Management and monitoring of cleaning staff/work.

### Security and Supervision

- To organise and manage the work of the caretaking and cleaning team.
- To ensure that security of the school site is maintained including:
- The routine and non-routine opening of school premises and grounds
- To act as a key holder, carrying out security procedures for the buildings 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.
- Providing access to the school for contractors and advising the Headteacher of their presence.

### Caretaking and Reactive Maintenance

To ensure that the standard of the school site is maintained to operate effectively and to provide a high quality environment for students, staff and visitors, including:

Drawing the attention of the Headteacher or line manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff.

Undertaking cleaning when required.

Utilise the school's estate management software for completing compliance and job requests.

Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including, but not limited to:-

- basic plumbing work
- minor maintenance of the heating system
- minor repairs to school furniture, sports and classroom equipment
- painting and decorating including both planned decorating and reactive day to day touching up.
- plastering work
- fencing and boundary repairs
- glazing work, (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, excluding application of weed killers

Ensuring that all areas within the site are free from litter and waste and that all drains and gullies are free-flowing and clean.

Assisting with taking delivery of stores, materials and other goods and conveying them to their points of distribution.

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.

### Planned Maintenance

To support the site manager in the delivery of school compliance checks, including:

- 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**

To be visible around site and promote the services of the site team and ensure that all staff understand the services available and how to access them.

Undertaking letting and related duties as appropriate.

Verifying claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints

Preparing the school premises and site for out of school activities and clearing up after these activities.

Occasional collection of miscellaneous provisions away from school premises, where reasonable

Carrying out an annual check of site maintenance equipment stock against the Inventory.

### **Support for the School**

To attend staff training as appropriate

To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.

To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.

To work within the Trust's policies and procedures

To contribute to the provision of an effective environment for learning

To support and encourage the Trust's ethos and its objectives, policies and procedures.

To uphold the Trust's policy in respect of child protection and safeguarding matters

Undertake any other duties reasonably requested by the CEO/Executive Headteacher/Head of School

### **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children and young persons with whom the post-holder comes into contact with, or is responsible for in line with School Policies.

**Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.**

## PERSON SPECIFICATION

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or other</b>
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	D	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
Knowledge of Health and Safety guidelines	E	AF/I
Knowledge of CoSHH guidelines	E	AF/I
Professional development relevant to post	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of undertaking a caretaking or site supervisory function	D	AF/I
Experience of supervising staff	D	AF/I
Demonstrate experience of basic DIY, maintenance and repair skills	E	AF/I
Demonstrate experience of using powered tools and equipment relevant to the role	D	AF/I
Experience of testing portable electrical equipment	D	AF/I
Experience of working within a school environment	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Problem solve and create innovate solutions	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I

The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I