



ROMERO
CATHOLIC ACADEMY TRUST



RECRUITMENT PACK

Site Supervisor

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WELCOME FROM HELEN BIBBY, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St John the Baptist RC Primary School, I hope you find the information in this recruitment pack both informative and inspiring.

Our school is a happy, nurturing, and faith-filled community where Christ is at the centre of all that we do. We are deeply committed to providing an excellent standard of education that enables every child to flourish academically, spiritually, and personally. We strive to ensure that each pupil is known, valued, and loved, and we seek staff who share our dedication to fostering a caring environment rooted in Gospel values.

We are proud of our pupils, our staff, and the strong partnerships we have built with parents, our parish, and the wider community. Our team is supportive, collaborative, and driven by a shared mission to inspire a love of learning while guiding children to grow in faith, confidence, and compassion.

We are looking for a site supervisor who has a good work ethic, is committed to high standards, and willing to contribute positively to the wider life and Catholic ethos of our school. In return, we offer a welcoming and supportive workplace, opportunities for professional development, and the chance to be part of a staff family that truly cares for one another.

Should you choose to apply, we look forward to learning more about you and the gifts you could bring to our community.

Helen Bibby

We look forward to receiving your application.

Yours faithfully,

Helen Bibby

WELCOME FROM MICHAEL MULROONEY, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest that you have shown in becoming the Site Supervisor at St John's RC Primary School. The school is an integral part of the Parish of the Good Samaritan, of which St John the Baptist RC Church, Ivy Street, Burnley is included.

From the early beginnings, right through to the present day, children have been educated within a loving Catholic community. Over recent years, the Parish family of St John's has greatly diversified and become home to Catholics from many other countries including the Philippines, Africa, South Asia and Eastern Europe. Our aim is to work together to live out the Gospel values of Jesus Christ, and to ensure that the children, Catholic and non-Catholic, feel safe, happy and supported so that they can achieve their best. We search for excellence, value each individual, and actively encourage pupils to recognise each other's uniqueness and abilities. Our GIFT Team help to organise regular Masses and Assemblies, which are celebrated in Church and in school throughout the year, to which parishioners, family and friends are always welcomed.

At St John's, we have a team of dedicated and motivated teachers and support staff, who strive to promote high standards and work hard to preserve the integrity of our Catholic ethos, whilst encouraging our eager children to achieve their full potential. Support is also provided by the very committed Governing Body members who are actively involved in School life.

You will find lots of information on our website, but the best way to find out more about our school, Parish and faith life is to visit the School, where you will be warmly welcomed, shown around and be given the opportunity to ask any questions you may have.

We look forward to seeing you.

Yours faithfully,

Michael Mulrooney

JOB ADVERT

SITE SUPERVISOR

PERMANENT

PART TIME – 32.5 HOURS

GRADE 4, SCP 4-6, £25,185 - £25,989 FTE (£18,705 - £19,302 PRO-RATA)

RESPONSIBLE TO: THE HEADTEACHER

POSITION TITLE: SITE SUPERVISOR

MAIN LOCATION: ST JOHN THE BAPTIST RC PRIMARY SCHOOL

REQUIRED TO COMMENCE: AS SOON AS POSSIBLE

The Governors of St John the Baptist are seeking to appoint a committed, organised, enthusiastic, and hardworking Site Supervisor. The successful candidate will be responsible for the upkeep of our lovely school and extensive grounds. We are a welcoming, happy school with friendly, hardworking staff and pupils.

The post holder will be expected to open and close the school daily, working Monday – Friday. Hours are to be decided but will involve a split shift. The position is for 52 weeks (not term time only) with 28 days holiday including Bank Holidays working 32.5hrs per week.

The role includes the maintenance of the property and school grounds; daily cleaning duties and liaising with contractors.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01282 438120** or office@stjohns.lancs.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.stjohnsrcprimary.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	6 th March 2026
Shortlisting Date	9 th March 2026
Interview Date	23 rd March 2026

SITE SUPERVISOR

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts

SECURITY AND SUPERVISIONS

- 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;
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Headteacher;

CARETAKING AND MAINTENANCE

Undertaking daily cleaning of allocated areas;

- 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 – see above);
- Informing the Headteacher of any repairs or maintenance work required at the premises which is beyond the competence of the post holder;
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder 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;
- Cleaning windows as appropriate:
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean

OTHER DUTIES

- Planning of own workload and the planning and allocation of duties
- Working collaboratively with cleaning staff;
- Undertaking training as appropriate;
- Occasional collection of miscellaneous provisions away from school premises, where reasonable;
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate;
- Ensuring that adequate supplies of cleaning materials are ordered;
- 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.

SITE SUPERVISOR

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)	
Qualifications and Training			
NVQ Level 2 qualification in Caretaking (or equivalent)	D	AF	
Full driving licence	E	AF	
Knowledge and Experience			
Basic DIY/Repair skills including gardening, painting, maintenance etc	E	AF/I	
Managing and prioritising own workload	E	AF/I	
Working in a school	D	AF/I	
Experience of security-related duties	D	AF/I	
Basic DIY/Repair skills including gardening, painting, maintenance etc	E	AF/I	
Skills and Abilities			
Ability to work as part of a team	E	AF/I/L	
Good communication skills	E	AF/I/L	
Flexible attitude to work	E	AF/I/L	
Other			
Commitment to safeguarding and protecting the welfare of children	E	AF/I/L	
Commitment to equality and diversity	E	AF/I/L	
Commitment to health and safety	E	AF/I/L	
Willingness to work occasionally outside of contracted hours (eg Parents/Carers' Evenings)	E	AF/I/L	
Commitment to undertake relevant training and development	E	AF/I/L	
Other			
Essential car user	E	A	
Note: We will always consider your references before confirming a job offer in writing			
Prepared by: H Bibby	Headteacher	Date: 13.02.2026	February 2026

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

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work

SITE SUPERVISOR

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Anne Marie Darwin on 01282 438120 or office@stjohns.lancs.sch.uk.

Full details and application forms are available from our website: www.stjohnsrcprimary.uk.

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Completed application forms and associated documentation should be returned to the School Business Manager, Anne Marie Darwin via e-mail: office@stjohns.lancs.sch.uk.