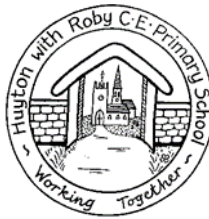


# **Site Supervisor**

## **Candidate Information Pack**

# **Huyton with Roby CE Primary School**



# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# About Huyton with Roby CE Primary School



*'Teach children how they should live, and they will remember it all their lives.'*

*Proverbs Chapter 22 verse 6*

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

Huyton with Roby is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in February 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 OFSTED where we were rated as Good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; a meadow, an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

# Job Description

**Title:** School Site Supervisor

**Salary:** Pay Band E, SCP 7-11 £26,403 - £28,142 per annum FTE

**Hours:** 36 hours per week Monday - Friday

**Working pattern:** Split Shift to accommodate opening and locking up of site. Hours 6am-9:15am and 1:30pm-5:30pm. Monday – Friday Full time.

Flexibility during school holiday periods to open 8am – 4:15pm (1 hour lunch) to accommodate contractors and works on site.

**Accountable to:** Headteacher and School Business Manager

**Location:** Huyton with Roby Primary School

## **Main Purpose**

Under the instruction/guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school (site) premises.

## **Main Duties**

### **Security and Safety**

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the security force and police as appropriate – under review.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills. Undertake the role of Fire Marshall.

Ensure compliance with statutory checks and record keeping including Fire Safety records, Legionella flushing of outlets, Asbestos visual checks. Liaising with the Local Authority and testing contractors where appropriate.

Undertake daily checks including perimeter safety checks, visual grounds checks, visual grounds checks.

Ensure the safe storage of materials covered by the COSHH regulations

Liaise with all external contractors and monitor their work on site ensuring stringent health and safety provision and adherence to safe working practice

Make premises secure after break-ins.

## **Energy Management**

Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.

Ensure lights and other equipment are switched off as appropriate.

## **Maintenance**

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person

Responsible for the operation of a preventative planned maintenance program including routine school premises inspections to identify and assess maintenance requirements needed to keep the school premises in a safe and satisfactory condition.

Undertake minor/simple maintenance repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc

To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the appropriate senior member of staff.

Monitor the cleanliness of the school/site, liaising with the Cleaning Supervisor on a daily basis and reporting issue to the relevant staff member

Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.

Support with deliveries and undertake portage of stock to the appropriate personnel.

## **General**

Maintain manual and electronic records and/or management information systems relating to premises.

Manage and respond to email correspondence.

Understand and apply school policies in relation to health and safety and welfare

Attend relevant training and participate in the performance and development process taking personal responsibility for identification of learning, development and training in discussion with your line manager.

Attend school meeting's as required

## **Support for the School**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Contribute to the school ethos, aims and development/improvement plan and embraces school vision and values.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Flexibility in working hours

Undertake personal development through training and other learning activities including performance management as required.

Undertake ad hoc tasks as required

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – Site Supervisor		Essential (E) or Desirable (D)
<b>Personal Attributes</b>		
<b>Communication &amp; Influence</b>		
<ul style="list-style-type: none"> <li>Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message.</li> </ul>		E
<ul style="list-style-type: none"> <li>Ensures that method of communication is appropriate to achieve the required result.</li> </ul>		E
<ul style="list-style-type: none"> <li>Provides information as requested or re-directs requests to a more appropriate person.</li> </ul>		E
<b>Team working</b>		
<ul style="list-style-type: none"> <li>Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area.</li> </ul>		E
<ul style="list-style-type: none"> <li>Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others.</li> </ul>		E
<ul style="list-style-type: none"> <li>Sees other people's points of view and encourages and respects views that are different from own.</li> </ul>		E
<ul style="list-style-type: none"> <li>Works with the team to generate solutions and reach consensus.</li> </ul>		E
<b>Organisational Awareness</b>		
<ul style="list-style-type: none"> <li>Demonstrates a broad knowledge of the school's and Trust's activities and how they contribute to the school's performance as a whole.</li> </ul>		E
<ul style="list-style-type: none"> <li>Is able to describe the current activities in their area and whole school developments.</li> </ul>		E
<ul style="list-style-type: none"> <li>Demonstrates how own job performance contributes to the school's vision.</li> </ul>		E
<b>Adaptability</b>		
<ul style="list-style-type: none"> <li>Responds positively during times of change.</li> </ul>		E
<ul style="list-style-type: none"> <li>Willingly co-operates with others and highlights potential problems in a positive and supporting way.</li> </ul>		E
<ul style="list-style-type: none"> <li>Helps others to understand the need and reasons for change.</li> </ul>		E
<ul style="list-style-type: none"> <li>Effectively implements new ideas and methods to adapt working practices.</li> </ul>		E
<ul style="list-style-type: none"> <li>Helps plan, develop, set up and monitor systems and processes to effect change.</li> </ul>		E



<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• At least NVQ Level 2 qualification or equivalent in Numeracy/Math and Literacy/English or equivalent qualification</li> <li>• Experience of using ICT for routine and pre-set purposes, including sending and receiving emails and Microsoft Office applications e.g. word.</li> <li>• Previous experience of site supervision role or similar</li> <li>• Knowledge of compliance and Health and Safety procedures</li> <li>• Awareness of working at height/moving and handling procedures</li> <li>• Awareness of COSHH regulations.</li> <li>• Experience of using technology in educational setting</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	<b>E</b>  <b>E</b>  <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Awareness of school safeguarding procedures</li> <li>• Awareness of inclusion, especially within a school setting.</li> <li>• Ability to relate well to children and adults</li> <li>• Understanding of school communication, reputation within the community, and how to engage with the school community.</li> </ul>	<b>E</b> <b>D</b> <b>E</b> <b>D</b>
<b>Professional Values and Practice</b> <ul style="list-style-type: none"> <li>• Demonstrates high expectations for all pupils.</li> <li>• Ability to build and maintain successful relationships with pupils and adults, treat them consistently, with respect and consideration.</li> <li>• Ability to work collaboratively with colleagues both within school and other organisations and carry out the role effectively, knowing when to seek help and advice.</li> <li>• Ability to improve your own practice through observations, evaluation and discussion with colleagues.</li> </ul>	<b>E</b> <b>E</b>  <b>E</b>  <b>E</b>

# How to Apply

## Application Process

The application process for this role is a 3-stage process:

- Application form
- Task
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [Jennifer.Walker@LDST.org.uk](mailto:Jennifer.Walker@LDST.org.uk) or call 0151 477 8460.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Monday 3<sup>rd</sup> November at 12pm**

**Shortlisting: Tuesday 4<sup>th</sup> November 2025**

**Interview Date: Monday 10<sup>th</sup> November (times TBC)**

**Start Date of Post: As soon as possible.**

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen