

Colne Primet Primary School

Post Title: Site Supervisor

Grade 5 – SCP 6

Contract: Full time, all year. 35 hours per week.

Required from August 2024

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The Governors of Primet Primary School are looking to appoint a friendly, organised and hardworking Site Supervisor to join our school team from August 2024.

We are proud of our school and hope that the successful candidate will take pride in their work and work with us to create a wonderful environment for our children.

Working under the direction of the Headteacher and Business Manager you will contribute to the smooth running of the school by carrying out a range of duties, mostly cleaning, to the agreed quality standards. Including security of the site, health and safety management and premises maintenance. This role also involves oversight of cleaning staff, the post holder will be responsible for the management and monitoring of these staff.

This is a highly valued and responsible position, it is essential that the successful candidate can demonstrate:

- Flexibility and commitment to work and have a pride in the cleanliness of the school
- 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 to be able to carry out minor repairs and general improvement of the building. The successful candidate will not be required to have formal qualifications or experience as full training can be provided, although relevant experience would be an advantage.

Essential Experience

- Ability to work as part of a team
- Basic DIY/Repair Skills
- Good communication skills
- Ability to manage own workload and prioritise effectively
- Awareness of Health & Safety issues
- Experience of Risk Assessments
- Ability to use relevant tools and equipment.

Desirable Experience

- Experience of working in a school
- Ability to manage a small team of staff
- Awareness of CoSHH
- Awareness of undertaking compliance checks

The position is for 35 hours per week with a split shift of am & pm sessions. The hours of the post would be 6.30am-9.30am and 2.00pm-6.00pm however this pattern may be negotiable for the right candidate.

This is a 52-week contract, the post holder will be required to take their annual leave during the school holidays and work some of the school holidays.

Although set hours will be allocated, some flexibility will be required to meet the needs of the school.

Please note CVs are not accepted, to apply for this vacancy you need to complete an application form.

We can offer you:

- A dedicated governing board and staff who are supportive and passionate about their community.
- A school where you have the opportunity to make a real difference.
- Well behaved and motivated children who want to do their best.
- A commitment to your professional development and well-being.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

Closing date Friday 17th May 2024 at 12pm

Short listing Monday 20th May 2024

Interview date on Tuesday 21st May 2024