



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

Site Supervisor  
**APPLICATION PACK**

# Welcome

I should like to extend to you a very warm welcome and thank you for expressing an interest in the post of Site Supervisor. In February 2019, Ofsted acknowledged the transformational change that has taken place at Corpus Christi, when we were judged as a 'Good' school. I urge you to read the exceptionally positive report in full, which clearly recognises the significant progress made in our journey towards 'Outstanding'.

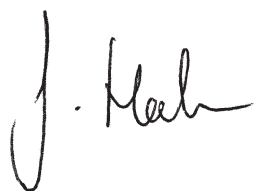
Ofsted reported that 'leaders and governors are unrelenting in their drive to improve educational experiences for all pupils. They are determined to ensure that all pupils benefit from a good quality of education that prepares them well for the future.' They also stated that 'Teachers have high expectations and they expect the best from pupils. As a result, pupils have positive attitudes to learning. They want to do well'.

Staff voice responses to the questionnaire used during the inspection were unanimously positive, which reflects the shared vision held by our extraordinarily supportive team. Our CPD programme is proven to bring about marked improvements in teaching practice and many of our staff have also been supported in achieving nationally recognised qualifications, including NPQML, NPQSL and CCRS.

On 28 February and 1 March 2022, inspectors visited our school to undertake a Section 48 inspection. The report praised the improvements that have been made and for the first time since inspections began, the overall judgement was that **'Corpus Christi Catholic High School is an outstanding Catholic school.'** Inspectors noted that the 'environment and conditions for learning are excellent' and that pupils' behaviour is 'exceptional in and around school.'

We are a Catholic school and our faith is central to all that we do. However, we do welcome applications from all colleagues who are committed to upholding the ethos of our school. All colleagues who are considering applying for this post are strongly encouraged to visit our school before submitting their application. If you would like to visit, please contact Mrs Laird at school to arrange an appointment. This is an exciting time to join our school and I wish you well in your application.

Yours sincerely,



**Mr J Hankin**  
**Headteacher**



# Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Site Supervisor at Corpus Christi Catholic High School. Please find details of the post enclosed with this letter.

## Application

If you wish to apply, please email your application to Miss C Wignall, at [cwig@ccc.lancs.sch.uk](mailto:cwig@ccc.lancs.sch.uk) or post your completed application form and letter of application to our Headteacher, Mr Hankin at the address shown below. Letters should address the criteria identified in the person specification in no more than 2 sides of A4 paper, font size 11 - Arial. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

## Closing Date

Please ensure that your letter of application arrives by 12 noon on Wednesday 8 May 2024. We will not be able to accept applications received after the closing date.

## Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted we will inform you of this in writing shortly after an appointment has been made.

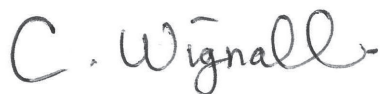
## Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place on a date yet to be confirmed.

Corpus Christi Catholic High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

If you require any further information about this post please contact me at [cwig@ccc.lancs.sch.uk](mailto:cwig@ccc.lancs.sch.uk).

Yours sincerely,



**Miss C Wignall**  
**School Business Manager**

**Corpus Christi Catholic High School**  
St Vincent's Road, Fulwood, Preston, PR2 8QY  
Telephone: 01772 716912  
Email: [admin@ccc.lancs.sch.uk](mailto:admin@ccc.lancs.sch.uk)  
[www.ccc.lancs.sch.uk](http://www.ccc.lancs.sch.uk)



# General Information

Above everything else, Corpus Christi is a Catholic High School and our faith lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos and we take pride in the impact that we have on the life chances of our pupils, particularly those who are the most disadvantaged by their circumstances.

We serve an area of significant social disadvantage. Around 30% of our pupil population is eligible for pupil premium. The overwhelming majority of pupils who attend our school travel by bus from inner-city social housing estates. We are proud to be such an inclusive and welcoming school.

Attainment on entry is significantly below average and many of our pupils come from families with significant and complex needs. We are proud of our success in securing valuable progression routes for almost all pupils. A few pupils access highly successful alternative provision; the large majority of them secure jobs or apprenticeships as a result.

Strong governance has proved pivotal in supporting rapid improvement. Governors provide an appropriate balance of challenge and support and know our school extremely well.

When we were inspected in February 2019, inspectors recognised that leaders and governors had taken strong and decisive action to secure further improvements in pupils' behaviour, their engagement with learning, the quality of teaching, leadership, parental engagement and outcomes. Inspectors judged Corpus Christi to be 'good' in all aspects and during the team meeting on the final day of the inspection the lead inspector reported that she had not seen 'any poor behaviour anywhere in school' during the two day inspection.

As a result of our absolute determination to provide the best possible opportunities for all our pupils to thrive and achieve their full potential, Corpus Christi is a school where expectations are high, where pupils behave well and where the focus on learning is very strong. We are now a school of choice and the number of pupils on roll has increased from 589 in 2018/19 to 810 in 2023/24. In July 2022 and 2023, for the first time in many years, we had a extensive waiting list seeking admission into Year 7. In line with this improvement in pupil numbers, our budget position has improved significantly.

Colleagues are uncompromising in their high expectations of behaviour, which has improved markedly in recent years. There has been a significant reduction in referrals from class. Lesson observations and learning walks show that behaviour is typically good. The number of pupils excluded from school and the number of incidents leading to a period of internal exclusion have fallen, including for disadvantaged pupils.

Punctuality has also improved dramatically over the last three years and in September 2018 we launched a new approach to supporting pupils with poor attendance that has had a striking impact on overall attendance. Our attendance figure is currently in the top 1% of all schools nationally.



# General Information

We have implemented a new approach to tracking progress and assessing attainment so that teachers in both Key Stages 3 and 4 are clear about gaps in performance, including for the most-able and disadvantaged pupils, and take effective action to close them.

We have invested in a multitude of resources to enrich pupils' learning experience including a new state of the art food and nutrition room, further landscaping, a new Chapel and new science laboratories. We have ambitious plans for the further development of our infrastructure.

Our philosophy places Gospel values at the heart of a creative and engaging curriculum. We are proud of our professional school productions, our curriculum enrichment days, our retreat days and the opportunities that pupils have to take part in learning days at UCLan and Cardinal Newman College.

Monitoring and evaluation are exceptionally strong at all levels and result in highly effective actions being taken to address areas of weakness. Our validated evaluation of the quality of teaching, learning and assessment shows that the vast majority of teaching is securely very strong.

Our analysis of GCSE performance in 2022 and 2023 confirms our view that we have continued to make significant progress in our drive to raise attainment. Despite the difficulties of studying in the middle of pandemic, the hard work of pupils and staff was rewarded with the best GCSE results in the school's history. Headline figures for the proportion of pupils attaining standard pass grades in both mathematics and English improved to 70%, and the proportion of pupils attaining mathematics and English at grades 5 or higher improved to 42%.





# General Information

We have further strengthened middle leadership. In September 2021 we appointed new Heads of Department in Design and Technology, Modern Foreign Languages and Music. These staffing changes have further strengthened our middle leadership team and our capacity for further improvement.

We have increased the curriculum allocation for mathematics from 3.5 to 4 hours per week, the time for separate sciences from 6 hours per week to 7.5 hours and the allocation of time for optional subjects from 2.5 to 3 hours per week. This will enable us to bring greater depth to learning; more of a mastery approach.

We work hard to get to know our parents and families well and to work in partnership with them to ensure that any issues are dealt with promptly and in a supportive way. Attendance at all Parents' Evenings in early 2023 was over 96%. Responses to the parent view questionnaire completed by a large number of parents at parental meetings throughout the year are all overwhelmingly positive. Pupils' spiritual, moral, social and cultural development is promoted through a wide range of activities including liturgy and prayer, curriculum enrichment days, faith and justice days, our CPSHE curriculum, school trips, charitable work and our whole school discussion topics.

Pupils receive impartial advice and careers guidance throughout their time at Corpus Christi. As a result, pupils are well-supported and clear about the next steps that they will be taking when they leave school.

Safeguarding is highly effective. Our very strong Catholic ethos places a strong emphasis on mutual respect and caring for each individual. Pupils look after each other and are keen to support those who are in difficulty. The highly effective pastoral team ensures that pupils and families are well supported when they are experiencing difficulties.

We have secured significant improvements in the quality of teaching, behaviour, leadership and outcomes in recent years. Leaders and governors are determined that this should continue and the capacity for further improvement is strong.



# Job Description

## Corpus Christi Catholic High School

### Site Supervisor

**Grade:** Grade 5 SCP 6-11 (£23,893-£25,979)  
**Responsible to:** The Site Manager  
**Hours:** 37 hours per week (full time)  
Please note that the proposed working pattern and hours is negotiable.

### Core Expectations

- To uphold the Catholic ethos of Corpus Christi Catholic High School.
- To contribute to the smooth running of the school by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance.
- To assist the Site Manager in ensuring that the cleaning team provide an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.
- The Site Team are responsible for the day-to-day operational management, safety and security of the school site. The Site Team are responsible for ensuring that the school is a well-maintained, safe and secure site for all users.
- To be aware of the confidential nature of pastoral issues related to home, pupil, staff and school.
- To work within School policies and procedures.
- To attend staff training as appropriate.
- To support the promotion of positive relationships with all stakeholders and the wider community.

### Lines of accountability

The day to day line of accountability is to the Site Manager.



# Job Description

## Core Duties – General

### Security and Supervision

- To assist with the supervision of the work of the cleaning team.
- Act as key holder and 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).
- Supervise out of hours lettings as required
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with members of the SLT.

### Caretaking and Maintenance

- To monitor the work of the cleaning staff, to ensure that the school buildings, premises and furnishings are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors;
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- Undertaking cleaning of allocated area(s), and closure cleaning;
- 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 – comments relating to equipment apply detailed above);
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to Site Manager;
- Drawing the attention of the appropriate authorities via the Site manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff;
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
- Basic plumbing work – e.g. repairing a leaking pipe, 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.;



# Job Description

- glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level or glass covered by safety glazing regulations.
- Maintenance and upkeep of the soft landscaping areas including weeding, watering of plants hedge trimming when necessary;
- 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 areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
- Taking delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Ensuring the school premises and site are prepared for out of school activities and clearing up after these activities.
- Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing Service Level Agreements.

## Other duties

- Undertaking appropriate training
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Undertaking banking of cash where required, subject to risk assessment.
- Drive the minibus and take staff and pupils on journeys where required.
- Taking all mail and parcels to the post office where required.
- Planning own work and that of cleaning staff. Issues relating to supervision/ management of staff.
- Maintenance of Inventory in respect of equipment. Carrying out an annual check of equipment against the inventory.
- To monitor energy consumption, and set up effective systems for recycling school waste.



# Job Description

## **Health & Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Site Manager.
- At all times to carry out the duties in accordance with school-based policies and Health and safety procedures, including risk assessments.
- Monitoring the appropriate premises Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Committee for the School.
- To act as Health & Safety Officer for site-related matters, with appropriate training.

## **General**

- To fully participate in the School's appraisal scheme where appropriate.
- To undertake other duties determined by the School Business Manager commensurate with the grade.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

## **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**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.

# Person Specification

## Appointment of Site Supervisor: Criteria for Selection

**A = application    I = interview    E = essential    D = desirable    R = reference**

<b>Personal attributes required</b> (in the basis of the job description)	<b>A,I</b>	<b>E</b>	<b>D</b>
<b>Qualifications / Training / Experience</b>			
• Supportive of the ethos of a Catholic School	✓	✓	
• English and Maths GCSE Grade A-C (or equivalent)	✓		✓
• Post school qualifications relevant to the post	✓		✓
• Full Driving Licence	✓	✓	
• Experience of undertaking a caretaker/ site supervisory role	✓		✓
• Experience of supervising staff	✓		✓
• Experience of writing maintenance programmes	✓		✓
• Experience of planning and programming work	✓		✓
• Experience of managing contractors	✓		✓
• Experience of working in an educational environment	✓		✓
<b>Knowledge / Skills / Abilities</b>			
• Ability to work as part of a high performing team	✓	✓	
• Ability to plan and work successfully and accurately to competing priorities and deadlines	✓	✓	
• Ability to resolve conflict	✓	✓	
• Ability to develop effective working relationships with internal and external stakeholders	✓	✓	
• Ability to monitor performance and ensure contract compliance	✓	✓	
• Working knowledge of word processing packages, spreadsheets and databases	✓		✓
• Excellent oral and written communication skills	✓	✓	
• Knowledge of Health & Safety policy & procedures	✓		✓
• Knowledge of CoSHH guidelines	✓		✓
• Basic DIY, maintenance and repair skills	✓	✓	
• Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	✓	✓	

# Person Specification

	A,I	E	D
<b>Other</b>			
• Flexible attitude to work	✓	✓	
• Commitment to undertake in-service development	✓	✓	
• Commitment to equality and diversity	✓	✓	
• Commitment to undertake safeguarding and protecting the welfare of children and young people	✓	✓	
• Willingness to undertake MIDAS training course (where minibus duties are required)	✓	✓	
• Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	✓	✓	
• Willingness to respond to emergency callouts	✓	✓	
• Knowledge of the concept of confidentiality	✓	✓	

You must be able to demonstrate through your references that you have satisfactory health and attendance record.

**Note:**

All appointments are subject to satisfactory references, health checks and enhanced DBS clearance.

