Dear Candidate,

We are currently seeking a dedicated and motivated individual to join our team as a Site Supervisor, and we are delighted that you are interested in this exciting opportunity at our school.

Morecambe Bay Community Primary School is a special place to work. We have over 290 delightful children who are cared for by a team of over 60 dedicated staff. We pride ourselves on fostering a supportive and nurturing environment for both our children and staff, whilst having high expectations in terms of learning and behaviour. This all starts with a well-resourced, clean and tidy school environment and as a Site Supervisor, you will play a vital role in ensuring that our school premises are well-maintained, safe, and conducive to learning.

The ideal candidate will have:

* Strong organisational skills and attention to detail.
* The ability to work independently and as part of a team.
* Experience in site management or a related field.
* Excellent communication skills and the ability to manage multiple tasks efficiently.

As a member of our team, you will be provided with training and ongoing support to help you excel in your role. We value the contributions of every staff member and are committed to your professional development and well-being.

Full details of the post and the qualities we are after can be found in the attached ‘Person Specification’. Please make sure you read this before submitting your application.

If you are interested in this opportunity and believe you have the skills and qualities we are looking for, we would love to hear from you. Applications should be completed on the Lancashire County Council application form and returned to school (via e-mail) to [sbm@morecambebay.lancs.sch.uk](mailto:sbm@morecambebay.lancs.sch.uk) by noon on Monday 24th February 2024.

Warm regards,

A close-up of a name

Description automatically generated

Mr. Lee Dougan

Headteacher