



# Hodgson Academy & McKee College



## Appointment of Site Supervisor

Moorland Road, Poulton-le-Fylde, FY6 7EU

Breck Road, Poulton-le-Fylde FY6 7AQ

# Site Supervisors

## FULL TIME and PART TIME

Salary: Grade 5 Points (6-11) Currently £25183-£27,269– *pay award pending*

We are looking to appoint two Site Supervisors one full time and one Part time to work closely with the Site Manager and play a key role in security, portering, safety and cleanliness of the school's facilities and undertake minor maintenance duties.

As the role will be across two sites there will be a requirement to spend time at both Hodgson Academy and McKee College (premises are 5 minutes apart). The hours and duration at each site will be flexible and in agreement with the Headteachers/Site Manager of each school and will include opening/ closing arrangements.

***If you feel that you are the person for this role we would love to hear from you.***

**Further details and an application pack are available on the academy website:**

**<https://www.hodgson.lancs.sch.uk/about-us/staff-vacancies/>**

**Applications can be emailed to Julie Harvey, HR Manager [j.harvey@hodgson.lancs.sch.uk](mailto:j.harvey@hodgson.lancs.sch.uk)**

**Closing date for applications: Monday 28<sup>th</sup> April 2025 9:00**

*The school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.*

# Letters from the Headteachers

## Hodgson Academy – Shabnam Khan

Thank you for your interest in joining Hodgson Academy. I joined Hodgson in 2009 as a newly qualified teacher and over the years I have held a number of leadership roles, and I am now honoured to lead this incredible school from the start of this academic year. It is a privilege to work alongside such a dedicated, passionate, and talented team of professionals who are committed to transforming the lives of young people.

At Hodgson Academy, we are united by a shared purpose: *One Team, One Dream*. This ethos drives everything we do, ensuring that every student who walks through our doors is given the best possible chance to succeed. Our mission—*Imagine, Believe, Achieve*—embodies our commitment to nurturing well-rounded, resilient, and confident individuals who are prepared to thrive in an ever-changing world.

We live and breathe our core values, fostering a culture of aspiration, belief, and achievement:

**Imagine** – We set the highest aspirations for our students, inspiring them to dream big and reach their full potential.

**Believe** – We instil resilience, support, and safeguarding, ensuring that every student feels valued and empowered to succeed.

**Achieve** – We develop the whole person, equipping students with both the knowledge and character to embrace the challenges of life beyond school.

This along with our simple rules: **PAUSE** and **CARE** mean that for children at Hodgson Academy, *who you leave as is as important as what you leave with*. Together, we shape futures and transform dreams into reality.

As a school, we are ambitious for our students and our staff. We have high expectations, and we are committed to providing a supportive, collaborative, and inspiring environment where everyone can excel. Whether inside the classroom or beyond, every member of staff plays a crucial role in shaping the future of our students. That is why we value teamwork, mutual respect, and a culture of continuous improvement.

If you share our values and aspirations, if you are passionate about making a difference, and if you are eager to be part of a dynamic and supportive team, then I encourage you to apply. At Hodgson Academy, we believe in empowering our staff, fostering innovation, and providing opportunities for professional growth and development.

**Shabnam Khan**

## **McKee College – Andrew Murray**

Thank you for considering joining our team at McKee College.

Working at McKee College is an exciting and dynamic experience where the importance of teamwork and the power of positive relationships is the key to success.

With our small class size and focus on the contextualised understanding of the individual you will be working in a unique educational setting that works outside the box, always placing the needs of our students first.

We want all staff and students at McKee to feel Valued, Safe and Heard. These are our core beliefs.

The school culture is very important to us and the impact that positive role modelling has on our students which is why we hold ourselves to the highest moral, ethical and personal standards at all times.

As well as traditional curriculum subjects the McKee can offer students unique learning opportunities such as our Military Preparation course, Motor Vehicle and Construction courses, Salon Skills and Forest School. We believe our students thrive when they can choose a curriculum that meet their present and future needs and is also flexible enough to change when the needs of the student change.

The McKee is housed in a 150 year old Victorian mansion house, which only adds to the unique character of the school.

I hope you consider joining the school and become part of a tight knit team of dedicated professionals who really do make a difference to young peoples lives and futures.

Kind regards

**Andrew Murray**



# Job Description

**Post:** Site Supervisor  
**Responsible to:** Site Manager  
**Location:** Hodgson Academy & McKee College

**Purpose of the post:**

To work closely with the Site Manager and play a key role in the security, portorage, safety and cleanliness of the school's facilities and undertake minor maintenance duties.

As the role will be across two sites there will be a requirement to spend time at both Hodgson Academy and McKee College. The hours and duration at each site will be flexible and in agreement with the Headteachers/Site Manager of each school and will include opening/closing arrangements.

**Summary of main duties and responsibilities:**

- 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.
- To cover the morning/evening site technician duties as agreed with the Site Manager.
- To take delivery of goods and undertake portorage duties including the movement of equipment and furniture as required.
- To ensure all events (internal and external) are managed in accordance with the organizer's requirements including exam set up.
- To monitor the operation of all premises related heating, ventilation and water systems and to ensure the appropriate action to ensure safe levels of lighting, heating and ventilation are maintained and compliance checks in place.
- Ensure the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the School.
- Monitoring the appropriate Health and Safety procedures in use in the schools and report any issues to the Site Manager.
- To undertake periodic checks of the fire alarm system and essential emergency equipment as detailed in the Fire Safety Logbook.
- To undertake minor maintenance duties at the request of the Site Manager.
- To liaise with colleagues to ensure smooth shift handover and service provision is maintained at all times.
- To assist the Site Manager in first-line monitoring in respect of cleaning staff and the cleaning of buildings and grounds.

- To assist the Site Manager to identify and prioritise maintenance requirements and prepare and organise work programmes.
- Work with the Site Manager on arrangements with contractors involved in any premises development and maintenance work and monitor progress of any work undertaken.
- Ensure that adequate supplies of cleaning materials and other supplies are available.
- Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To maintain the confidentiality of information acquired in the course of undertaking duties for the department.
- To carry out any other relevant duties, which may be assigned from time to time by the schools, including working overtime, as and when required. flexible working hours. Drive minibus if required and qualified to do so.
- At all times to carry out the duties in accordance with school/Trust policies and Health and Safety procedures, including risk assessment.
- Attend training courses to improve skills as requested.
- To embrace and embed the Trust Core Values in daily undertaking of duties.
- To remain an ambassador for the schools at all times.

#### Summary of main terms and conditions

<b>Salary</b>	Grade 5. Currently £25,183 - £27,269 – Full Year
<b>Working Hours</b>	The full-time post is 37 hours per week. You will be required to work 5 days per week. Working hours are normally between 7am and 3pm. Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends.  The part-time post is 25 hours per week. You will be required to work 5 days per week. Working hours are normally 1pm-6pm. Some flexibility in the hours worked will be expected, this could include some work in the mornings, evenings and at weekends.
<b>Pension Scheme</b>	You will be auto-enrolled into the Local Government Pension Scheme
<b>Safeguarding</b>	Hodgson Academy and McKee College are fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
<b>Payments</b>	Your salary will be paid on the last working day of each month by BACS transfer.

<b>Health</b>	Appointments are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
<b>References</b>	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.

This job description is current at the date shown and may be amended from time to time after consultation.



### Person Specification

Below you will find the skills needed for, and the requirements of, the role you are interested in.

<b>Your qualifications...</b>
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.
NVQ Level 2 qualification in Caretaking (or equivalent/relevant experience)
Full driving license and use of a vehicle to travel between sites.
<b>You've got...</b>
These are the <b>essential</b> things that you have so you can do the job, without these you won't be considered for appointment.
Experience of undertaking a caretaker or site supervisory function
Knowledge of Health & Safety guidelines
Knowledge of CoSHH guidelines
Experience of undertaking manual tasks (e.g. maintenance, DIY etc.)
Flexible attitude to work and availability to work weekends and flexible shift patterns as required
Good literacy and numeracy
Excellent written and verbal communication skills

The ability to develop positive relationships with team members and staff
The ability to plan and organise workload
A commitment to safeguarding & promoting the welfare of young people
A commitment to outstanding customer care
Good IT skills with fluency in using a computer
Enthusiasm for maintaining high standards in the appearance of the estate
A commitment to equality and diversity
<b>It would be good if you had...</b>
Whilst <b>not essential</b> , it would help in the role if you had any of the below.
Experience of working within an education setting
Experience of supervising staff
A first aid qualification (or willingness to work towards).
Knowledge of the practices, procedures, equipment and materials used in the maintenance and repair of buildings and related systems (i.e. mechanical, electrical, heating and plumbing).
Willingness to undertake MIDAS training course (where minibus duties are required)
<b>Date of issue: March 2025</b>