



LEARNING TRUST

Standing Together, Learning Together

# Candidate Information Pack Site Supervisor

Closing Date: 16 June 2025, 12 noon

Interview date: to be confirmed



**SOUTHLANDS  
HIGH SCHOOL**  
Endeavour for Excellence



**Standish Community  
High School**  
be Outstanding!



**Chief Executive Officer: Neil Moore**

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

**Who we are:**

The Mosaic Learning Trust was established in 2017. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

**Southlands High School** believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

May 2025

Dear Applicant,

**Site Supervisor**  
**Full time, Permanent**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- Information about Southlands High School
- Job Description
- Person Specification
- Arranging a Visit/Application Process

Southlands High School is advertising for a Site Supervisor to commence employment as soon as possible. The successful candidate will take a full and active role in the life of our school and will join a dedicated, hardworking school team. This full-time role will be based at Southlands School, however as we are part of Mosaic Academy Trust, there may be occasions when you will be required to work at other schools within the trust.

We are looking to appoint enthusiastic, self-motivated, and highly organised individual to contribute to the outstanding support, care, and guidance that the school offers its students. Applications are sought from individuals with energy, commitment, and a determination to succeed.

This full-time role will be based at Southlands High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the Trust.

You can apply through the [mynewterm](#) platform.

Applications will be considered as soon as they are received, and the closing date will be Monday 16 June 2025. Interview date to be confirmed. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

We would be delighted to arrange a visit or call me to discuss the position in more detail.

Yours faithfully,



Miss R Atherton  
**Trust H.R. Manager**

## General Information for Applicants

Southlands High School is an improving school. Our motto '**Endeavour for Excellence**' demonstrates that we expect all stakeholders, staff and students to drive for the highest standards in everything they do. Southlands High School is striving to be 'Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School and Golborne Primary School and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. We seek for our students to be **Successful Learners, Confident Individuals and Responsible Citizens**. The Trust has a Trade Union Recognition Agreement in place.

From our most recent inspection, in February 2024, the report highlights that we are highly ambitious for our pupils to achieve. We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'better' than before.

The school was inspected in February 2024 and although our overall judgement remains as requires improvement we were graded as good for both behavior and attitudes and leadership and management. The report acknowledges that pupils are increasingly benefiting from the improvements that the school has made to the quality of education that they receive and highlights many of the positive changes that have taken place in the school. Our school priorities for 2024-25 clearly continue with our culture for improvement: improving student outcomes and the development of teaching, learning and assessment.

There are 962 young people on roll with the likelihood of growing close to 1000 in the coming years. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

**Paul Bousfield**

**Headteacher**

## JOB DESCRIPTION

### INTRODUCTION

<b>Post Title:</b>	<b>Site Supervisor</b>
<b>Purpose:</b>	Day to day maintenance and security of the school premises.
<b>Line Management:</b>	Reporting to – Site Manager. No line management responsibility.
<b>Liaising with:</b>	Headteacher, Trust Site Manager, School Operations Manager, Site Manager, teachers and support staff, contractors and outside agencies
<b>Working time:</b>	<p>37 hours per week, Full Year</p> <p>Shift Working with occasional evening / weekend work (may alter to meet the needs of the school). The shift pattern will be as follows; one week working 6.00 am until 2.00 pm Monday to Thursday and 6.00 am to 1.00 pm on Fridays, followed by a second week of working 11.30 am to 7.30 pm Monday to Friday. There may be occasional weekend work dependent on the needs of the school as and when required.</p> <p>During term time morning and afternoon/early evening shifts are worked on alternate weeks. During the school holidays, early and day shift is worked.</p> <p>30-minute lunch break</p> <p>Permanent contract</p>
<b>Salary/Grade:</b>	Trust Grade 4, SCP 5 (£24,790) - SCP 8 (£25,992) per annum (dependent on current point and continuous service)
<b>Disclosure Level</b>	Enhanced
<b>Conditions of Employment</b>	No holidays are permitted during the 190 day teaching year.
<b>Main Duties / Job Outline</b>	<ul style="list-style-type: none"> <li>• Day to day supervision of the school's operational areas, ensuring the buildings and premises are kept to a high standard of cleaning and repair and are safe for all users.</li> <li>• To undertake Legislative compliance tests and inspections i.e. fire alarm, legionella, emergency lighting etc.</li> <li>• To operate and respond to alarm systems (fire and intruder) where appropriate.</li> <li>• Act as key holder and carry out security procedures for the building and grounds including the routine and non-routine opening and securing of the premises. Responding to calls outside the normal working hours as a result of break-ins or security alarm activation. <b>Please note – this service is provided by an outside agency and the post holder will only be called out as a last resort.</b></li> <li>• Taking delivery of stores, materials and other goods and conveying them to their points of distributions.</li> <li>• To undertake reactive and planned maintenance to heating plant, lighting systems etc. reporting faults to the Site Manager.</li> <li>• To undertake routine maintenance on faulty equipment, reporting more serious faults to the Site Manager.</li> <li>• To undertake weekly and monthly planned maintenance activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• To expect and be available for out of school hours phone calls regarding the site and lettings from time to time.</li> <li>• Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including painting and decoration, minor plumbing works, jet washing etc.</li> <li>• To ensure the maintenance of boundaries, footpaths, roads, flower beds/planters and rights of way within the estate.</li> <li>• To undertake maintenance, redecoration and refurbishment of grounds and buildings as necessary</li> <li>• Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.</li> <li>• Set up and remove furniture as required.</li> <li>• Liaison with and supervision of other contractors on site (e.g. building services, building and specialist contractors etc.)</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>• To carry out the duties in the most effective, efficient and economic manner available.</li> <li>• To always work in a safe manner, ensuring compliance with work related risk assessments.</li> <li>• To have the ability to work independently and without direct supervision.</li> <li>• To continue personal development in the relevant areas.</li> <li>• To participate in the staff review and development appraisal process.</li> <li>• To support the development and promotion of an image that is consistent with the aims of the school.</li> <li>• To undertake Health &amp; Safety Training appropriate to the role.</li> <li>• The Trust and School expects flexibility within the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities. They may also be expected to work at other schools within the Trust on occasion.</li> <li>• Deputise for the Site Supervisor in their absence, overseeing all aspects of the role.</li> </ul>
<b>Health and Safety Training</b>	<ul style="list-style-type: none"> <li>• To undertake Health and Safety Training on areas within the designated work area.</li> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> <li>• During fire evacuations assist with accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy.</li> <li>• School First Aider</li> <li>• Co-operate with the school on all issues to do with Health, Safety &amp; Welfare.</li> </ul>
<b>Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a similar role OR specialised skills acquired through significant on the job experience.</li> <li>• Comprehensive understanding of the work practices, processes and procedures relevant to the role.</li> <li>• Good written and verbal communication skills.</li> <li>• A good knowledge and understanding of Health and Safety requirements and Legislation.</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.</li> <li>• Promote actively the school's corporate policies.</li> <li>• Comply with the school's health and safety policy and undertake risk assessments as appropriate.</li> </ul>



### Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed .....  
Site Supervisor

Signed .....  
Headteacher

Dated .....  
Site Supervisor

Dated .....  
Headteacher

### Safeguarding of Children and Young People

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

## Person Specification Site Supervisor

Aspect	Essential/ Desirable	Application/ Interview/ Reference
<b>Experience</b>		
Experience of maintaining buildings to a required standard	E	A, I
Handy person or DIY / Trade experience	E	A, I
<b>Qualifications</b>		
Minimum of 3 GCSE's Grades (A to C) including Maths or equivalent	D	A, I
NVQ Level 2 in relevant discipline or willingness to work towards within agreed timescales	D	A, I
First Aid trained or willingness to undertake training	E	A, I
Willingness to undertake further relevant training	E	I
<b>Knowledge &amp; Understanding ~ Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</b>		
Knowledge of relevant H&S regulations and compliance	D	A, I
Knowledge of working within a school setting or learning resource facility	D	A, I
Willingness to undertake further relevant training as required	E	A, I
<b>Personal Skills, Abilities and Competencies ~ Applicants should be able to provide evidence that they have the necessary skills and abilities required</b>		
Ability to deliver polite, courteous and efficient service	E	A, I
Good communication skills to communicate effectively with staff, visitors, contractors and any other outside agencies	E	A, I
Ability to use initiative to respond and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to work in accordance with the schools health and safety policies	E	A, I
Maintain confidentiality where appropriate	E	A, I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Willingness to work unsociable hours including shifts	E	I, R
Understanding procedures with regards to Safeguarding	E	I, R
Be aware of Best Practice with regard to working with young people	D	A, I
Flexible approach with regard to working unsociable hours to respond to evening/weekend lettings	D	A, I
<b>Personal Qualities</b>		
Tact, a sense of humour and a personal friendly nature	E	A, I
Physically capable of lifting equipment and heavy items	E	A, I
<b>Application</b>		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter & application form	E	A
High standards in spelling and writing	E	A
<b>Legal Issues</b>		
Legally entitled to work in the UK	E	A, I
Enhanced DBS Clearance	E	
Valid UK Driving License, access to a vehicle with business insurance	D	

## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Caroline Mears, [mearsc@southlands.lancs.sch.uk](mailto:mearsc@southlands.lancs.sch.uk), who will arrange a suitable time.

## Application process:

Please use the MOSAIC Application form to apply which can be found on our website or on the LCC School Vacancies website.

Closing date: Monday 16 June 2025, 12 noon  
Interview date: to be confirmed

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Southlands High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website [www.southlands.lancs.sch.uk](http://www.southlands.lancs.sch.uk).

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your supporting statement. Your supporting information should be no more than 2 pages of A4 words. Please note that late applications and CV's will not be considered.

