**Site Supervisor Vacancy**
**St Bede’s Catholic Primary School**

We are looking for a friendly, enthusiastic, organised, flexible, and hardworking Site Supervisor to join our dedicated team here at St Bede’s Catholic Primary School.

Our school lies at the heart of a vibrant community, with beautiful grounds and a well-maintained building that we are incredibly proud of. We’re looking for someone who will take pride in their work and help us continue to maintain our high standards.

**About the Role:**

* Hours: 6.45am – 9:00am, 2.45pm – 6:15pm (30 hours) Term time plus three weeks
* Holidays: To be taken during school holiday periods
* Duties include:
	+ Opening/Locking the school daily
	+ Basic maintenance and repair work
	+ Cleaning and leading our cleaning team
	+ Carrying out health and safety checks and completing risk assessments

**What We Offer:**

* A warm, welcoming, and supportive school community
* Polite, motivated, and happy children who love to learn
* A strong, committed staff team
* Ongoing support for professional development and training

**We’re Looking for Someone Who:**

* Has a calm, caring approach and a positive attitude
* Is a great role model for our children and staff
* Enjoys problem-solving and taking initiative
* Is resilient, resourceful, and takes pride in creating a safe and pleasant environment
* Can build strong relationships with children, staff, parents, and carers
* Is committed to making a positive contribution to our school community

**Qualifications & Experience:**

**Essential:**

* Basic maths and literacy skills
* Good communication and teamwork skills
* A flexible, can-do attitude
* Organised, methodical, and attentive to detail
* Basic DIY and maintenance skills
* Ability to manage a small team and prioritise tasks
* Awareness of health and safety procedures

**Desirable:**

* NVQ Level 2 in Caretaking
* Experience with manual tasks and repair work
* Supervisory experience
* Familiarity with school security routines

For full details, please see the job description and person specification.

Please note: In line with *Keeping Children Safe in Education 2024*, an online search will be carried out on shortlisted candidates as part of our safeguarding procedures.
**CVs will not be accepted** – please complete the application form provided.

**Closing date: 12 Noon on Monday 1 September 2025**

For an informal chat about the role, feel free to contact us at **01772 335861** – we’d love to hear from you!