

## CANDIDATE INFORMATION PACK: Site Supervisor 3 ( Grade 5 )

Full Time 37 hours per week, All Year Round

Closing date: Friday October 3rd 2025  
Interview date: Wed October 8th 2025  
Start Date: ASAP



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## 1. Letter from Headteacher

Dear Potential Colleague,

Thank you for your interest in the post of Site Supervisor at Alder Grange School, full details of the post and information about the school are included in this pack. Should you wish to discuss the role before applying, please contact Paul Seery, School Business Manager.

I have been a part of the Alder Grange family since 1998, and I was appointed as Headteacher in September 2019. I feel passionately about the school, and genuinely love my job. This is because of the school ethos. Alder Grange is a really special place, there are strong, positive relationships throughout the school, and we have a genuine family feel. We have a phrase, 'once an Alder Granger, always an Alder Granger,' which reflects the way everyone feels about the school. Staff retention is high, many staff stay for their entire careers and many families have long standing relationships with the school. I am now in the position where I have taught many of our current parents!

The school focuses on the following key areas:

- Wellbeing – both staff and pupil wellbeing are key priorities in school. We promote mental health awareness, anti-bullying campaigns, emotional health and wellbeing and make use of assemblies, PSE lessons, form time and drop-down days to promote these. The school has a 'well-being hub' run by pupils and a culture of talking about wellbeing. This is mirrored with staff, a recent survey conducted on our behalf by Education Support Partnership was overwhelmingly positive, staff feel happy and supported at work. This is something we work hard on; there is a wellbeing group, sessions on INSET days, and an emphasis on reducing workload wherever possible.
- Behaviour – we are proud of the behaviour of our pupils, and base all our routines upon the 3Rs – Ready, Responsible & Respectful. We work closely with pupils and parents to address behaviour issues: We recognise there are many causes of poor behaviour and we have developed a range of interventions to help pupils to improve their behaviour.

Our support teams all work together to support the education of our pupils, and the Site Team is an integral part of that structure, the team ensures the site is secure, safe, clean, and warm; those repairs are completed quickly -either be undertaking themselves or for more complex repairs liaising with local tradespeople; and also supporting staff in lifting and carrying deliveries around the school.

The site team works all year round - with holidays bookable primarily out of term time.

If, once you have read more about the school, you are interested in joining our 'family'; we would love to hear from you.

Yours,



Jo Griffiths  
Headteacher

## 2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest and play in a community renowned for its humour and hospitality.

At our recent Ofsted in January 2022, we retained our “Good” rating, and we are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and regards all as ‘Leaders’. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school’s work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises of the Head Teacher, Mrs Joanna Griffiths; three Deputy Heads: Mr Simon Varley, Mr Kenny Riddell and Mr Adam Good; and the School Business Manager, Mr Paul Seery. The wider Senior Leadership Group also includes the Assistant Head Teachers, Associate Assistant Heads, and Senior Operations Managers (non-teaching).

There is a regular calendar of meetings for all these teams and there are various working groups and key committees in operation at any time.

Our commitment to all colleagues’ professional development is an important part of our school culture. The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking area. All appointees are required to respect this.

### 3. The Site Team

The site team is a small and highly effective team, which is currently comprised of one Site manager and two site supervisors.

The successful candidate will report into our Site Manager, who is very experienced and has a great knowledge of the school premises - so you'll be in good hands

In addition to the site supervisor, we also have a school cleaning team, who ensures the school is kept clean & tidy for the upcoming day.

The site team is split in to 2 main shifts and are required to be flexible to support school events which may occasionally extend beyond 9pm.

**For the purpose of this role Shift 2 is the offered position.**

Shift 1: 0645-1445

**Shift 2: 1300-2100**

Occasional Saturdays are optional and are paid at overtime rates.

Site supervisors are the main key holders, and are responsible for opening up the school at 7am to let the cleaning team in, and securing school buildings at 9pm.

There will be occasions when you will work alone, with no other members of staff on site, this is particularly the case when we hire out our sports facilities in the evenings.

Our site team will turn their hands to most things - and every day is varied. It may be that a clean-up is required, a wall needs to be painted, a window replaced, and toilet needs unblocking - usually at the same time that a delivery turns up to be distributed around school! It's therefore really important that the team works together to prioritise the day's work.

In addition to the security and maintenance of the premises, the site team needs to liaise with contractors - to ensure those jobs which cannot be undertaken by the team, are effectively completed by contractors. The site team are also responsible for ensuring all statutory and regulatory testing is completed and correctly recorded - whether by themselves or external contractors.

#### 4. Post Specification – Site Supervisor – Grade 5

**Responsible to:** Site Manager

This will be a permanent appointment, subject to the usual probationary period. The appointment will be made in line with Lancashire County Council's job description for a Site Supervisor 3 which is indicative of the range and level of tasks that may be involved and will be made on salary Grade 5.

<b>Job Title:</b>	<b>Site Supervisor</b>
<b>Reports to:</b>	<b>Site Manager</b>
<b>Grade:</b>	<b>Grade 5</b>
<b>Hours</b>	<b>Full Time All Year Round (37 hours per week) 1300-210</b>
<b>Salary</b>	<b>£25,989 - £28142 (starting salary dependent upon skills &amp; experience) £2,000 pa shift allowance</b>

#### JOB PURPOSE:

Under the general guidance of the Site Manager contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards. Including, but not limited to: security and supervision of the site and related equipment; portage, cleaning and maintenance. The emphasis of this post will focus on site supervision, maintenance, legal safety compliance checks and DIY activities. The balance of duties will be determined by the needs of the school.

The role is a fixed shift, but cover for a 2<sup>nd</sup> shift may be necessary from time to time

- o 1300-2100 (30 min unpaid break)

#### Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the school may affect any necessary change in job content, provided that such changes are appropriate to the employee's remuneration and status. As a term of your contract of employment, you will be required to work a shift pattern, which will entitle you to a shift allowance.

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

##### Organisation

- Ensure all areas of the school are prepared and ready for relevant use, including cleaning of specified areas and oversight of cleaning for the whole school.
- Taking responsibility for the security of the building, including opening and closing of school for ready for the school day, meetings, maintenance and emergency services.
- Being responsible for the maintenance of equipment.

##### Responsibilities

- Taking a lead role in day to day security of the premises.
- Reporting and arranging for repair to any structural defects, premises, plant or equipment faults or breakdowns, ensuring these are reported to the Site Manager
- Ensuring housekeeping standards are monitored and, where necessary, reporting concerns as appropriate.

- Undertaking routine in house inspections, tests and maintenance as required, keeping relevant records to ensure legal compliance (i.e. legionella checks, health & safety checks etc) and report any concerns as appropriate.
- Acting as a key contact and liaison for contractors.
- Completing all activities in line with specific safety procedures reporting any concerns
- Keeping up to date with and compliance with policies and procedures relating to Health, Safety and security.
- Ensure adequate and regular testing of all systems in accordance with health & safety and maintenance procedures.
- Ensure that all equipment is used in a safe manner, and any faults/incidents are dealt with and reported appropriately
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Undertake Caretaking and DIY jobs as appropriate and carry out first line repairs and maintenance.
- Attending call-outs when notified by alarm monitoring.

### **Resources**

- Operating equipment in a safe and appropriate manner.
- Be responsible for the provision/ordering of stock/equipment
- Be responsible for maintenance and general upkeep of the grounds and 3G

### **Administration**

- Maintaining correct and up to date health & safety records and premises maintenance logs.
- Ensure all contractors are correctly booked into site and registers reflect time of entry and leaving
- Ensuring all jobs are correctly closed, and members of staff kept updated on progress

### **General**

- Undertaking personal development through training and other learning activities
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- To carry out any other reasonable duties requested by the Headteacher commensurate with the level of the post to support whole school development.

The successful candidate will be a self-starter with a range of practical skills and a positive attitude. The site team makes a significant contribution to the upkeep of school buildings as repairs and maintenance are often needed to be carried out when pupils are not in school - in the evenings or during school holidays.

Applications will be welcomed from suitably qualified, experienced and enthusiastic individuals who have a range of practical skills or a trades background.

Support and ongoing training will be provided. Your application should comprise a letter detailing the range of skills and qualities you feel you could bring to the team, together with a fully completed application form. Completed applications can be returned by the closing date, either by post direct to the school or electronically to [reception@aldergrange.lancs.sch.uk](mailto:reception@aldergrange.lancs.sch.uk)

The school is committed to the safeguarding of children and expects all members of the school community to support that aim. The appointment will only be made subject to satisfactory references and an enhanced DBS clearance.

## 5. Person Specification –Site Supervisor

Person specification form		
Post title: Site Supervisor 3		Grade: Grade 5
Establishment or team: Alder Grange School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), or Reference (R)
Qualifications		
Full driving licence - may be required to drive mini-bus	E	AF
Experience		
Experience of undertaking a caretaker, site supervisory function, OR qualified tradesperson	E	AF/I/R
Experience of working within a school	D	AF/I/R
Practical experience of monitoring contract arrangements	D	AF/I/R
Knowledge, skills and abilities		
<ul style="list-style-type: none"><li>Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard</li></ul>	E	Interview
<ul style="list-style-type: none"><li>Ability to develop effective working relationships</li></ul>	E	Interview
<ul style="list-style-type: none"><li>Attention to detail skills</li></ul>	E	AF/I/R
<ul style="list-style-type: none"><li>Ability to work as part of a team</li></ul>	E	Interview
<ul style="list-style-type: none"><li>Good oral and written communication skills</li></ul>	E	AF/I
<ul style="list-style-type: none"><li>Flexible attitude to work</li></ul>	E	AF/I
<ul style="list-style-type: none"><li>Ability to work in an organised and methodical way</li></ul>	E	Interview
<ul style="list-style-type: none"><li>Knowledge of Health &amp; Safety guidelines</li></ul>	E	AF/I
<ul style="list-style-type: none"><li>Knowledge of CoSHH guidelines</li></ul>	D	AF/I
<ul style="list-style-type: none"><li>Basic DIY, maintenance and repair skills</li></ul>	E	AF/I/R
<ul style="list-style-type: none"><li>Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)</li></ul>	E	AF/I
<ul style="list-style-type: none"><li>Ability to work at heights</li><li>Ability to lift and move heavy objects</li><li>Basic IT skills (email)</li></ul>	E E E	AF/I AF/I AF/I
<ul style="list-style-type: none"><li>Good interpersonal skills</li></ul>	E	Interview
<ul style="list-style-type: none"><li>Positive approach to customer care and service delivery</li></ul>	E	Interview
<ul style="list-style-type: none"><li>Commitment to undertaking relevant training and development</li></ul>	E	AF/I
<ul style="list-style-type: none"><li>First aid certificate - OR WILLINGNESS TO UNDERTAKE TRAINING</li></ul>	E	AF/I



Other (including special requirements)		
• Commitment to safeguarding and protecting the welfare of children and young people	E	I
• Commitment to equality and diversity	E	I
• Commitment to health and safety	E	I
• Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	I
• Willingness to respond to emergency callouts	E	I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## 6. Other Information

Please also see important advice on completing your application form.

**Attendance Policy Statement** | This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

**Child Protection Policy Statement** | 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 and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. 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.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

**Equality of opportunity** | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. 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.

**Medical Clearance** | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.



**Policies** | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

### **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.

**Thank you for taking the time to read this information pack.  
We wish you every success in any application you may make.**