



Overton St Helen's CE Primary School

Dear Applicant,

Thank you for your interest in the position of **Site Supervisor** at Overton St Helen's CE Primary.

Overton St Helen's is a slightly smaller than average Primary school with seven year groups (Rec to Y6) organised in to six classes throughout school. We are surrounded by natural beauty, situated in the rural village of Overton which sits on the coast where the River Lune meets Morecambe Bay. We receive up to 25 children each year from the village of Overton, its neighbouring village of Middleton and South Heysham and we currently have 159 children on role.

The school's Christian character permeates all aspects of school life and Christian Values underpin all we do and the relationships we form with one another. Our pupils are valued as individuals and are nurtured and educated in a warm, friendly and family ethos. Equally, our staff are also highly valued; we work together as a team and call ourselves a school family.

The governors are seeking to appoint a dedicated and enthusiastic person to fill the vital role of Site Supervisor at our school. **The successful candidate will work for a total of 27.5 hrs per week; the pattern of which is flexible and will be agreed with the headteacher.** The successful candidate should have high standards of cleaning and caretaking duties, willing to be available as key holder and be onsite for specific circumstances when required.

We are looking for someone who:

- is willing to become a vital part of the Overton St Helen's School community
- understands that the school environment is key in facilitating a high-quality education for our pupils
- contributes to providing a safe space for the education of our pupils
- will access specific training relevant to the role of Site Supervisor
- enjoys being part of a supportive team
- will be an excellent role model for our children
- is practical person who will approach the role with pride and commitment

We can offer you:

- a positive and caring ethos in which to work
- an excellent and supportive group of colleagues to which you will be a part of
- a school full of fabulous pupils who will appreciate your hard work and dedication
- an opportunity to enhance your skills and learn new things

Please read through the job description attached to the role, for specific duties and responsibilities.

Should you wish to visit the school and meet the head teacher to discuss the role prior to application, please contact the school by telephone on 01524 858615.

Applications forms can be picked up from the school or downloaded from the job advert. They should be completed and returned to the school via email or by hand by 12 noon on Friday 17th October. Shortlisting will take place the following week and then candidates will be invited to interviews that will take place during the week beginning November 3rd.

Yours sincerely,

Mr T Wingate
Chair of Governors

Joanne Easthope
Head Teacher