



# SAINT AIDAN'S

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## Church of England High School

### SITE SUPERVISOR

*Aspire & Believe & Succeed*

Required for 22nd April 2025

#### Message from Headteacher

Thank you for your interest in the post of Site Supervisor at Saint Aidan's. I am proud to be able to lead the school, and believe that it is a great place to work.

We are looking for a hard-working, reliable and flexible colleague who takes real pride in their work to join a close and well-established team who work along with our students and the rest of our staff to keep Saint Aidan's one of the best maintained and most welcoming school sites in Lancashire.

The successful candidate will work one shift each day (6.00am to 2.00pm or 10.30am to 6.30pm / 5.30pm on Fridays). This will sometimes be the earlier shift, sometimes the later shift and will be arranged in advance with the Site Manager. S/he will also have the flexibility to work some overtime for weekends and evening events, and to cover for absent colleagues. Holidays are taken during the school holidays, with duties in these periods shared with the Site Manager.

This post offers the right candidate a great working environment, supportive and appreciative colleagues and students, and the chance to do a job where you make a real difference to the lives of young people.

I hope that, having read the enclosed information, and looked at the information about the school on our website, you feel encouraged to apply for this position.

Completed application forms and supporting letters should be returned to arrive no later than 12 noon on Friday 28th February 2025. Applications may be submitted by post or by email. Emailed applications should be sent to [recruitment@st-aidans.lancs.sch.uk](mailto:recruitment@st-aidans.lancs.sch.uk) and will be acknowledged on receipt.

Interviews will take place week commencing Monday 10th March 2025 and the successful candidate will start on 22nd April 2025.

I look forward to receiving your application.

Yours sincerely,

**Andy Smith, Headteacher**



**Andy Smith, Headteacher**

**Post:**  
Site Supervisor

**Line Manager:**  
Site Manager

**Start Date:**  
Required for  
22nd April 2025

**Closing date for applications:**  
12 noon on Friday 28th  
February 2025

**Interviews:**  
Week commencing 10th  
March 2025

Electronic applications are accepted in Microsoft Word or PDF format. Please email to [recruitment@st-aidans.lancs.sch.uk](mailto:recruitment@st-aidans.lancs.sch.uk)

# Aspire Believe Succeed



## School Information

Saint Aidan's is a successful and popular 11-16 co-educational Church of England school with 840 students situated in a very pleasant part of the Fylde in Lancashire. We draw our students from a wide area which includes the rural area of Over Wyre, as well as a number of areas on the edge of Blackpool and Fleetwood. The school is within easy reach of the cities of Lancaster and Preston and the town of Blackpool.

Our students achieve very well, and there is a real will in the school to improve even further. In 2024 our students' Progress 8 scores were higher than those in any other Fylde and Wyre school, and our GCSE results are consistently above local and national averages.

The school's commitment to learning extends to staff as well as students; there is a well-developed structure of support for new members of staff and a culture of "lifelong learning" among our teaching and associate staff. Our in-house CPD programme is important to us and we are continually looking to develop innovative approaches to teaching and learning, with an emphasis on the use of modern technology and collaborative learning. All teaching staff have access to a Microsoft laptop, and all of our classrooms are equipped with interactive whiteboards or touch displays. Individual tablet and laptop devices are used by students in the classroom.

The school was inspected by Ofsted in October 2013 and was found to be a Good school with Outstanding Behaviour and Safety. This was confirmed by a short inspection in July 2018 and again in June 2023. Our 2023 report states, "Pupils enjoy coming to school" and, "Staff appreciate leaders' consideration of their workload and well-being." An inspection by SIAMS in October 2024 states, "Inspired by the Christian vision, a highly nurturing culture permeates throughout the school. Caring and loving relationships ensure that students and staff know they will be listened to and their voices heard."

The school is full or nearly full in all year groups, and is regularly oversubscribed for entry into Year 7. The majority of our students travel to us by bus and choose Saint Aidan's over schools nearer their homes because of our individual care for students, our calm and purposeful atmosphere, our high academic standards and our Christian ethos.

As a church school we have a strong emphasis on the provision of a stimulating, secure and caring environment within which all members of our community can develop their potential to the full. Relationships within the school community are characterised by mutual respect; this creates a safe environment where young people can grow and develop, and where learning is valued. There is a strong "vertical" pastoral structure, built around forms that contain students from all five year groups. Our collective worship draws staff and students together and encourages them to explore life's big issues. The school's ethos is distinctively Christian but is also inclusive of those of other faiths or none. This gives us a great responsibility as for many of our children Saint Aidan's provides their only experience of worshipping and growing within a Christian community.

We work closely with our local primary schools, sixth forms, FE providers and universities. Students can participate in a wide range of extra-curricular activities and educational visits in this country and further afield. All staff are encouraged to contribute to this programme.

Our school 'motto' is taken from John 10 v 10 - "I have come that they may have life in all its fullness". All we do at Saint Aidan's is aimed at making this a reality for our students and staff.

**Ofsted say that Saint Aidan's is a good school where the behaviour of pupils is outstanding.**



**"The long established Christian vision of 'life in all its fullness' drives leaders' decisions and actions. This creates a culture of high aspiration and care. Understated in the way it is displayed around school, the words of the vision are however powerfully evident in loving relationships. It is a lived experience which recognises the deep worth of each individual in a tangible ethos of togetherness. Students and adults are proud to belong to the nurturing St Aidan's family."**

**(SIAMS 2024)**



**"My daughter loves her new school, she looks forward to going every morning and comes home with a smile on her face every night. Thank you to all concerned, you have done a brilliant job."**

**(Year 7 parent)**



## Site Team Welcome

Hi, please let me introduce myself.

I'm Ian Mansfield and I am the current Site Manager here at Saint Aidan's.

Along with our Site and Grounds Team, we believe we have one of, if not the best school sites in Lancashire.

We all work together as a team, and aim to give all the students here at Saint Aidan's a clean, safe and happy environment to learn in.

Working here at Saint Aidan's can be challenging, but always very rewarding, especially when you see the results of our hard work.

When you walk around the school site you really appreciate the work put in by our Grounds Team. All this enables us to have great grounds to work in.

Throughout the year, we are constantly changing the look around the school, setting up for events like Drama presentations, Awards Evenings, Parents' Evenings, the ever popular school Eucharist and the busy Exam period.

During the summer the students have the opportunity to use our great sporting fields for their annual Sports' Day, a day we all really enjoy.

If you feel you would like to join the team please fill in the application form.

We all look forward to meeting you.

Thank you,

Ian



**Ian Mansfield,  
Site Manager**



## JOB DESCRIPTION **SITE SUPERVISOR**

Job title:	Site Supervisor
Grade:	Grade 5 – Scale points 06-11 (£25,183-£27,269 gross per annum) Full time – 37 hours per week + occasional evening / weekend paid overtime. Term time hours 6.00am to 2.00pm OR 10.30am to 6.30pm (5.30pm on a Friday) School holiday hours 7.30am to 4.00pm All holidays to be taken during school holidays
Location:	Saint Aidan's Church of England High School
Responsible to:	Site Manager
Primary purpose:	<b>To work to ensure that the school premises are maintained to the highest possible standards, ensuring a safe, clean and pleasant working environment for staff and students.</b>

### Core tasks:

#### Security and Supervision

Acting as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s);  
Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;  
Dealing with enquiries from officers and employees of the Local Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence;  
Supervision of cleaning staff;  
Checking school grounds when site is closed e.g. during Christmas holidays;  
Assisting Site Manager with weekly health and safety checks e.g. fire system, emergency lighting, minibuses, water quality

#### Caretaking and Maintenance

Undertaking cleaning of allocated area(s), and closure cleaning, including covering for sickness in cleaning team;  
Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements;  
Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level comments relating to equipment apply detailed above);  
Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults including minor defects to the Site Manager;  
Drawing the attention of the appropriate authorities via the Site Manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff;  
Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-

- Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
- Minor maintenance of the heating system e.g. bleeding radiators;
- Minor repairs to school furniture, sports and classroom equipment;
- Painting and decorating as appropriate;
- Plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window at a high level or glass covered by safety glazing regulations;



## **JOB DESCRIPTION SITE SUPERVISOR (cont'd)**

Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean;  
Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.;  
Ensuring that adequate supplies of cleaning materials and other supplies are available;  
Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures;  
Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate;  
Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;  
Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

### **Other duties**

Assisting in the recruitment, selection, induction and appraisal of cleaning staff;  
Planning of own workload and the planning and allocation of duties/hours of work for cleaning staff;  
Instructing cleaning staff in all aspects of their work;  
Undertaking letting and related duties as appropriate;  
Preparing the school premises and site for out of school activities and clearing up after these activities;  
Verifying claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints;  
Undertaking training as appropriate, including online health and safety training;  
Occasional collection of miscellaneous provisions away from school premises, where reasonable;  
Carrying out an annual check of site maintenance equipment stock against the Inventory.

### **General**

At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments;  
To fully participate in the School's appraisal scheme where appropriate;  
The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

**In addition, other duties at no higher a responsibility level may be interchanged with / added to this list at any time.**

### **Equal Opportunities**

The school is 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.

### **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 the school to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

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.

# Aspire *∞* Believe *∞* Succeed



<b>PERSON SPECIFICATION FORM</b> <b>POST TITLE: SITE SUPERVISOR</b>	Essential (E) or Desirable (D)	To be identified by: application form (F), interview (I), reference (R)
<b>QUALIFICATIONS</b>  Good general education  Full driving licence	E  D	F  F
<b>EXPERIENCE</b>  Experience of undertaking manual tasks (e.g. maintenance, DIY etc.) Experience of supervising staff Experience of security related, premises management or cleaning duties.	E  D  D	F  F  F
<b>KNOWLEDGE AND SKILLS</b>  Ability to work as part of a team Good communication skills Flexible attitude to work Ability to work in an organised and methodical way Basic numeracy and literacy skills Basic DIY / repair skills Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) Ability to manage staff Time management skills Ability to manage own workload and prioritise effectively Awareness of Health and Safety issues	E E E E E E E E E E D	F//R F//R F//R F//R F//R F//R F//R F//R F//R F//R F//R
<b>OTHER</b>  Commitment to undertake continuing training and professional development  Commitment to safeguarding and protecting the welfare of children and young people  Willingness to support the Christian ethos of the school	E  E  E	F//R  F//R  F/I

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## Our School Values

### We aspire

- ◆ to give each one of our students the best possible education to prepare them for a successful and fulfilling life
- ◆ to build a community based on mutual respect and tolerance
- ◆ to open minds and provide a rich experience inside and beyond the classroom

### We believe

- ◆ in a school with the Christian faith and Christian values at its heart
- ◆ in the God-given potential of each of our students
- ◆ in the value of every member of our school community of all faiths and none

### We succeed

- ◆ by excellence in teaching and learning
- ◆ by fostering a purposeful and disciplined atmosphere where all can thrive
- ◆ by students, staff, parents and the wider community working together



Ofsted say that relationships between students and with adults are first rate.



What the students say...

“The lessons are all absolutely brilliant! My favourite has got to be IT because we research all sorts of fun and fascinating things and I am learning so much.”

(Year 7 student)



“Saint Aidan’s is a very welcoming environment where nobody is lost and we are all treated as one. It has provided me with many opportunities to push myself, not just academically but with self confidence too.”

(Head Girl)

“I have come that they may have life in all its fullness”.

All we do at Saint Aidan’s is aimed at making this true for our students and staff.

