

## SITE SUPERVISOR AT GRANGETOWN PRIMARY SCHOOL



The Headteacher and Governors are looking to appoint a skilled, hardworking, flexible and conscientious person to take-on this important role within the school. Grangetown is a thriving, well-established and friendly primary school. We occupy a spacious, modern site, opened in 2003 – see our drone footage which showcases our fantastic site: <https://youtu.be/E5Dx7RslVvE>

Salary: Grade 3, Points 7-11: £19,554 - £21,166. There is an annual incremental salary increase, within the Grade. Additional payments are made for weekend (& bank holiday) boiler and site security checks, out of hours call-outs, plus any agreed lettings.

This is a permanent post. 52 weeks, 37 Hours per week, Monday – Friday. A split shift is worked (likely to be 6.30-11.00 and 3.00-6.00; 5.30 finish on a Friday). All holidays linked to this post will need to be taken during school holiday time, in line with Sunderland Council's Annual Leave Guidance.

The person appointed will play a crucial role in ensuring a clean, safe, secure and well-maintained environment for children, staff and visitors. Duties will include:

- Opening and closing the school each day and carrying out security checks.
- Ensuring we meet all statutory & local regulations related to health and safety, fire safety, etc
- Maintenance of the premises and grounds to a high standard, including a range of cleaning duties, repairs, DIY type work, occasional painting & decorating and keeping outdoor areas tidy and safe.
- Liaising with the Council, and other contractors, to ensure maintenance & repairs are addressed, and to make sure that heating, plumbing, electrical and lighting systems are functioning properly.
- Monitoring stock and ordering supplies – related to cleaning and maintenance - as required.
- Completing other tasks as set out in the job description.

We'd like to appoint someone who will take a real pride in their work, so that we have a building and site that we can all be proud of. The successful candidate will have the ability to work effectively as part of a team, whilst also being able to work on their own initiative & to prioritise their workload as required. Training will be provided.

If you can share our commitment to providing the best possible learning environment for the children in our care, and the best possible working environment for our staff, we'd be very pleased to receive your application.

Prospective candidates are encouraged to visit the school - please telephone our Office to make an appointment (2<sup>nd</sup> September onwards) – all visits are 1:1 (i.e. not group visits). Application packs are available from the school (either collect in person or ring us on 514 0101), and can also be downloaded from the school website or from the North East Jobs website – completed applications should be returned to Mr L McAnaney, Headteacher, at the address below (or by email).

Closing Date: Friday 13<sup>th</sup> September, 5.00pm.

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Spelterworks Road, Grangetown, Sunderland, SR2 8PX. Telephone: 0191 514 0101.  
E-mail: [office@grangetown.sunderland.sch.uk](mailto:office@grangetown.sunderland.sch.uk) Website: [www.grangetown.sunderland.sch.uk](http://www.grangetown.sunderland.sch.uk)

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*Grangetown Primary School safeguards and protects its pupils and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.*