



Position: Site Supervisor
 Contract: Permanent
 Required: Ideally for March/April 2025 or as soon as possible afterwards
 Salary: NJC 9-11 (£26409 - £27269)
 Hours: 37 Hours per week

The governors of Caedmon Primary School are seeking to appoint an excellent Site Manager for March/April 2025 or as soon as possible afterwards.

37 hours per week, 52 weeks per year with 29 days paid holiday entitlement rising to 34 days paid holiday with 5 years' service (taken during school holidays) plus bank holidays.

We are looking to appoint an experienced, enthusiastic, conscientious and self-motivated person who would like to provide a key role in maintaining our school site, to ensure a welcoming and safe environment for the whole school community.

Duties will include:

- Lock and unlock the school and carry out security checks on the building
- Carry out and record statutory checks and help maintain Health and Safety records
- Maintenance of property and grounds to a high standard, including liaising with contractors
- Monitor site stock and order supplies
- Carry out DIY above and beyond the scope of a competent DIY person, completing more specialist work as required.
- Willingness to attend training courses including Health and Safety

Our school can offer:

- a friendly, caring and supportive team;
- quality professional development opportunities in collaboration with other schools in the Trust
- well behaved, polite and enthusiastic pupils; and
- supportive parents and governors.

Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the person specification.

Previous experience not necessary as training will be provided. The successful candidate will be required to act as a key holder.

The hours of working are Monday to Thursday 7.30am – 10:30 am and 1.30pm – 6.00 pm and a Friday 7:30am-10:30am and 1.30pm -5:30pm. These hours are guides and could be negotiated.

Closing date: 12:00pm 7th February 2025

Shortlisting: 11th February 2025

Interviews: Friday 14th February 2025

Visits to the school are strongly encouraged. If you would like to visit the school then please call the school on (01642) 453187 to arrange a time.



Caedmon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and completion of the childcare disqualification declaration form (Childcare Disqualifications Regulations 2018).

Please return all applications to -

By post: Caedmon Primary School, Attlee Road, Grangetown, Middlesbrough, TS6 7NA

or

By email: enquiries@caedmon.steelriver.org.uk

Tel: 01642 453187