

LATHOM
HIGH SCHOOL

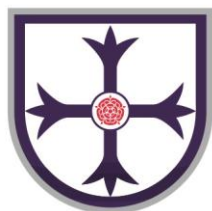
May 2025



SITE SUPERVISOR RECRUITMENT



Work hard,
be kind



LATHOM
HIGH SCHOOL

Glenburn Road, Skelmersdale,
Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons)



Dear Colleague

Site Supervisor

I am thrilled to write to you as Headteacher at Lathom and I am delighted that our governing body is able to offer this exciting opportunity. Lathom is an extremely special place to work and the successful candidate will be joining a staff body consisting of professionals who are totally committed to ensuring that we provide the very best Quality of Education at all times. Working together we are able to ensure that our students are fully prepared for their life after Lathom and that they are able to stand ahead of their peers when applying for Further and Higher Education and when entering the world of work. Almost all of our students live in the town of Skelmersdale and we seek leaders and staff who will value our relationship with the community highly and who recognise the importance of partnership, determination and ambition. As an accredited trauma responsive employer and educational provider, we value every member of the staff team and are determined to support well-being so that colleagues can thrive and know that they are important and integral to our success.

Our governors, staff and students are PROUD of everything that we have achieved together. Lathom was recognised by Ofsted as 'Good' in all areas in the June 2022 inspection and, crucially, has been recognised by parents and the local community leading it to being significantly oversubscribed in both 2023 and 2024. We are determined to continue the journey of development towards recognition as an 'Outstanding' school, always focused on serving our community and preparing our students for future successes.

This post is advertised to bring strength to our Facilities department. You will join a committed team of professionals who have a strong focus on developing positive relationships and who are determined to provide support so that the very best Quality of Education is available for all students. We are looking for a highly skilled professional who is both inspirational and passionate about providing excellent learning opportunities for all within a school environment committed to achievement and belonging through a trauma informed lens. As you read about Lathom, I trust that you will be encouraged to discover more to gain a real understanding of how we operate and how the school's values underpin our daily practice and that this, in turn, will be the motivation for your application.

Yours faithfully

Paul W Livesley
Headteacher

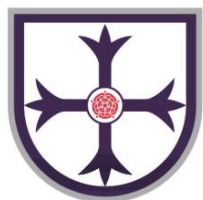
Email: enquiries@lathom.lancs.sch.uk

www.lathomhighschool.org

X @lathomHS

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Welcome from Mrs Diane Murray, our Chair of Governors

Dear Colleague

Site Supervisor

Thank you for your interest in the position of Site Supervisor at Lathom High School. I am extremely **PROUD** and privileged to be Chair of the Governing Body, particularly at this exciting time of change and significant development under our recently appointed Headteacher, Mr Paul Livesley.

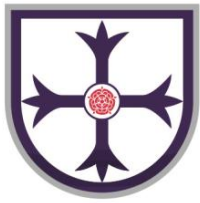
Our school has been on a journey that has seen us grow and develop, achieving 'Good' in all areas of the framework at our Ofsted inspection in June 2022 for the first time in our school's history. We know that working closely with our students and fully understanding them is vitally important to support them during their time at Lathom and to prepare them for their 'Life after Lathom'. This role provides an opportunity to have discernible impact in the school community.

We have worked to provide an overview of this exciting opportunity to have a real impact on the lives of the young people of Skelmersdale and hope that we have given an indication of the scope and range of opportunities and possibilities that the post offers. At Lathom you will work alongside an enthusiastic, knowledgeable, caring and committed leadership team, excellent teachers, dedicated support staff and engaging students with a thirst for learning and a keen eye on their futures. There is more we can do to capitalise on these excellent conditions to provide a truly superb Quality of Education for our young people and we are determined to deliver this.

I hope that you will feel encouraged and inspired to apply to join us on our journey.

Kind Regards

Diane Murray
Chair of Governors



JOB DESCRIPTION

Job Title:	Site Supervisor
Typically reports to:	Facilities Manager
Liaising with:	SLT, teaching and support staff, external providers and contractors
Disclosure Level:	Enhanced
Contract type:	Full time, 37 hours per week, 52 weeks per annum (26 days holiday pa)
Grade:	Grade 6 scp 11 - 19 £27,269 - £31,067

Within the parameters of school policy and regulation, authority is delegated to achieve the following aims and objectives: -

Purpose of the role

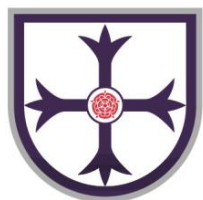
This is a hybrid role with the primary focus on Premises and Health and Safety to ensure the effective day to day running of the school's facilities: -

- **School Site**
Liaise with the Facilities Manager for the security and maintenance of the whole school site. Ensuring the school complies with current legislation relating to site health and safety management, resulting in a safe, fit for purpose and inspirational school environment for all stakeholders.
- **Information Technology**
Liaise with the Facilities Manager to support with the on-going maintenance of the IT environment and infrastructure.

To work flexibly ensuring the school's needs are met; on occasion responding to out of hours issues, and in most instances taking annual leave during the school holidays.

Security & Supervision

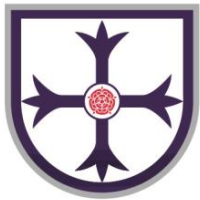
- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening and closing of premises and grounds.
- Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations if required.



- Dealing with enquiries from employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Facilities Manager of their presence.

Caretaking & Maintenance

- Undertaking cleaning of allocated area(s), and closure cleaning.
- 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.
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Facilities Manager.
- Drawing the attention of the appropriate authorities via the Facilities 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.
 - Fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.
 - 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.
 - Minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers.
 - 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.
- 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.
- To support Facilities Manager with developing & reviewing existing Health & Safety policies and risk assessments.
- To ensure the work of on-site contractors is monitored and recorded.
- To support Facilities Manager to ensure the school complies with current legislation relating to site, Health and Safety management.
- To prepare and submit relevant information to the Facilities Manager as required.
- To work strategically with the Facilities Manager to document and manage site maintenance.

Other duties

- Planning of own workload.
- 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;
- Occasional collection of miscellaneous provisions away from school premises, where reasonable.
- Carry out regular audit of site maintenance equipment stock against the Inventory.

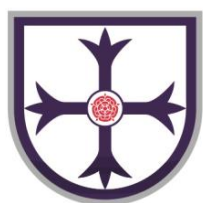
General Duties

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
- Work flexibly to meet the Schools requirements including on occasion working in other departments as directed by your line manager or working at evenings or weekends, where required.
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

Closing Date: Thursday 5 June

Interview Date: TBC

Return completed application forms to c.brooke@lathom.lancs.sch.uk for an informal conversation or a visit to school please contact Lynne Jepson Facilities Manager on 01695 725653.



School Ethos and Vision

All staff are expected to contribute and promote the **PROUD** values at every opportunity.

Appraisal

We are committed to providing a relevant Professional Development process for all staff. We expect all employees to contribute to the process.

Equal opportunities

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.

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.

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.

Absence Management

It is expected all staff adhere to the school's Absence Management Programme.

Contribute to the induction and training of new staff

It is expected all staff assist in the induction of new staff, following where relevant direction by their line manager.

To assist in the evacuation of the buildings in the event of emergencies

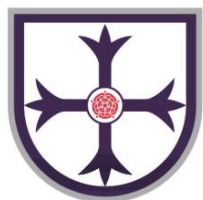
It is expected all staff adhere to and keep up to date knowledge of the evacuation procedures.

Other commitment requirements

All staff are expected to use clear and effective tools to aid communication with students and staff. In addition, it is expected all staff contribute to the school and team self-evaluation process.

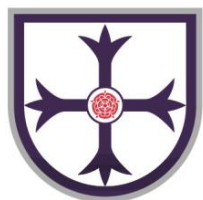
Version: 1.5 May 2025
Agreed/prepared by: LJ/JM

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. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.



Person Specification

Person specification form		
Post title: Site Supervisor	Grade: Grade 6	
Directorate: Children and Young People	Post number:	
Establishment or team: Facilities		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications GCSE Grade C (or equivalent) English GCSE Grade C (or equivalent) Maths Full driving licence (at School's discretion)	E E D	
Experience Experience of undertaking manual tasks (e.g. maintenance, DIY etc) Practical experience of monitoring contractors Experience of security-related duties	E D D	
Knowledge, skills and abilities 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 & literacy skills Attention to detail skills Basic DIY/Repair skills Ability to use powered tools and equipment relevant to the role Time management skills Ability to manage own workload and prioritise effectively Awareness of Health & Safety issues Awareness of CoSHH Good interpersonal skills Positive approach to customer care and service delivery Commitment to undertaking relevant training and development First aid certificate	E E E E E E E E E E E D D E E E D	



Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings) 5. Willingness to respond to emergency callouts 6. Satisfactory attendance record/commitment to regular attendance at work	E E E E E E	