



## Alsager School

**Required: ASAP**

**Site Maintenance Supervisor**

**Based at Alsager School and working across Hub 1**

**Hub 1: Alsager School, Alsager Highfields Primary school and Weston Village Primary School.**

**Full time, Permanent (37 hours per week)** Two weeks of early shifts  
6am - 2pm finish at 1.30pm on Fridays and one week of lates 11.30am -  
7.30pm finish at 7pm on Fridays

**Grade 6 - £27,711 - £30,060**

**Permanent role**

**Responsible to:** Trust Deputy Estates Lead

**About the role:**

Thank you for your enquiry about the above post. This is a full time, permanent position primarily based here at Alsager school. However, there is a requirement to work across the trust mainly within Hub 1 which is at Alsager Highfields Primary school and Weston Village Primary School, however you may be asked to help in the other Trust schools.

The Site Management operation seeks to deliver a consistent, high standard and student focussed service in an efficient, effective and economic manner. The basic job purpose is to be responsible for the provision of a safe, clean, attractive learning environment, as part of managing the Site Maintenance Officers.

Undertaking responsibility for the maintenance, security of the premises, its contents, health and safety of the school site (grounds, buildings and equipment), including any events co-ordination and being a registered key holder.

Ensuring the Health and Safety of all building users is protected whilst supporting school priorities whilst they operate efficiently and effectively.

**About The Cornovii Trust, Alsager school:**

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust (The Cornovii Trust, TCT). We are a local trust providing support for local schools, children, and families. Alsager School is a large 11-18 mixed, with 1515 pupils on roll, including



approximately 216 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

TCT currently comprises of 7 schools; Alsager School, Alsager Highfield Primary School, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School, Pear Tree Primary School, Nantwich and from 1<sup>st</sup> January 2025 Stapeley Broad Lane CE Primary has joined our Trust.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Visitors to the school often comment about the calm and caring environment. Children of all abilities make impressive progress throughout the key stages.

Weston Village Primary School is located on the outskirts of Crewe. They are fortunate to have spacious grounds with a good-sized playing field, 2 playgrounds, climbing wall, a quiet area and trim trails for both Key Stage 1 and 2. The school was built in 2002 and features a main hall, 9 classrooms, a library and a small cookery room. Early Years have an outside learning environment and an additional classroom to form part of a varied and stimulating Early Years environment.

Alsager Highfields Community Primary School opened in October 1988 and integrates general teaching, practical and home-bay areas, a library and a computer suite. An extra classroom and new offices were added in September 2012, which has allowed the old office area to be used for small teaching groups. Situated alongside the Main School is an Annexe building of traditional design which contains four Infant classes. A double mobile classroom housing the Hoppers playgroup was opened in 2005. The school grounds include a sports field, Astroturf, an outdoor classroom, play areas, a pond and a woodland area.

**Principal Responsibilities:**

- To be fully engaged in ensuring the school health and safety and other related policies are adhered to.
- To line manage and direct the daily activities of the Site Maintenance Officers within a range of school buildings and monitoring work being carried out by them so that colleagues and visitors are effectively supported and can work efficiently and safely.
- Order site maintenance supplies as required.
- To carry out the annual performance review process for the Site Maintenance Officers
- To be visible and responsive within buildings, assign tasks to team members, reporting and dealing with any issues that require attention.
- To liaise with and support external contractors on site, ensuring supervision at all times; maintain records of all contracts.



- Monitor and operate the engineering system (i.e. heating, water etc.) and advise management of any faults in order to ensure the most economical use of fuel and water.
- Monitor, operate and maintain appropriate site security systems, across the Hub schools. Ensuring staffing levels across the Hub are resourced appropriately for the needs. Ensuring the opening, including operating and closing of the buildings at the beginning and end of the school day, lettings outside of school hours and call outs are responded to as necessary in order to provide satisfactory security arrangements (on a rota basis).
- To ensure that all routine/planned maintenance and building related tasks are scheduled for completion and to monitor results and quality of work ensuring issues are addressed, including effecting repairs and improvements in order to fulfil the school's specific responsibilities.
- Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
- To ensure that portage and cleaning duties (including the moving of heavy furniture and set out exam venues as required) are carried out to a high standard.
- To maintain, decorate and repair the academy premises where appropriate.
- Oversee and assist site maintenance in the removal of furniture e.g. for exams and school events.
- To be responsible for the Health and Safety induction of contractors to site and ensure proper procedures are carried out for Asbestos, Hot Works and Legionella and Work at Heights.
- To participate in emergency planning and training, to play an active part in any emergency procedures and lead the team to support any such occurrences.
- This role may require weekend and shift work to be undertaken on a rota basis.
- To Manage 'smartlog' for scheduling maintenance work across the HUB.
- To manage and carry out if required the PAT Testing across the HUB

Notwithstanding the detail in this outline, in accordance with TCT's flexibility policy the Jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

**In conclusion:**

In order to ensure the future successful development of our schools, we are keen to appoint only staff of the highest ability or with the greatest promise. Working for The Cornovii Trust is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly, and highly motivated pupils. The



Trust is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

The Cornovii Trust is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

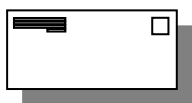
### **How do I apply?**

If having read this information, you find the post and working for the Trust appealing, we would like to hear from you. Application is by completion of the two-part Application Form. CV's will not be accepted. Please also remember to complete the Equal Opportunities Questionnaire section. [Diversity].

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12pm, Tuesday 22<sup>nd</sup> April 2025**. Interviews are likely to be held during the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen



H.R. Manager (HUB 1)  
Alsager School  
Alsager ST7 2HR

Your completed application should be received in school no later than **12pm, Tuesday, 22<sup>nd</sup> April 2025**, ideally via email to Mrs Owen at [jobs@thecornoviiitrust.org](mailto:jobs@thecornoviiitrust.org).

*NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

All electronically submitted applications will be acknowledged.

It is the school's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,



Further details about the School are available from our website: [www.thecornoviitrust.org](http://www.thecornoviitrust.org)

## PERSON SPECIFICATION

Job Title: Site Maintenance Supervisor

Attributes	Description	Desirable/willing to learn
<b>Qualifications, Knowledge &amp; Training</b>	<b>5 GCSE's or equivalent including English &amp; Mathematics.</b> Building, fire and health and safety regulations. Practical maintenance ability and a basic knowledge of plumbing and electrics. Line management competences. Good negotiation skills. Good Communication skills. Be aware of up to date equality regulatory information (Equality Act 2010). Events Co-ordination. Ability to order correct quantities of materials for building/maintenance work. Ability to manage and maintain stocks of hygiene materials/PPE. Full Driving Licence is required with business insurance ICT applications, spreadsheets, excel, word processing and email experience.	Knowledge of CCTV operation. PRIME EVOLVE Facility Management. Health and Safety qualification e.g. NEBOSH, IOSH. City and Guilds building and maintenance planning, or equivalent.  Previous experience working in a similar role in a school.
<b>Experience</b>		
<b>Skills &amp; Abilities</b>	<b>Technical skills/knowledge</b> - Competent in the operation of cleaning equipment, power and hand tools. Understanding of site services, their location and isolation points. Able to deal with breakdowns, faults and repairs – identification and calling out of appropriate contractor. <b>Organisational skills –</b> Able to plan, prioritise and timetable workload Good administrative organisation. Have a good understanding of school buildings and plant systems for effective and efficient maintenance.	Understanding of building plans, to follow detailed working instructions and safety procedures. Able to carry out contract repair and maintenance work. Able to operate Paxton Access Control Software. Able to carry out thorough risk assessments. Competent in ensuring contractors follow health and safety procedures.



	<p>Good written and verbal communication skills. Pro-active planning use of time.</p> <p><b>Health and Safety</b> - Good Knowledge of Health and Safety legislation (including COSHH) and School procedures. Able to ensure safety of staff, students and community users, visitors, governors etc.</p>	<p>Lifting and handling training. Scaffolding/ladder training. PAT Testing Training.</p>
<b>Personal Qualities</b>	<p>Able to work in a flexible manner and be prepared to work outside normal office hours, on occasion, according to the needs of the school. Ability for some heavy lifting, physical fitness appropriate to tasks required. Ability to deal with emergencies occurring outside normal working hours.</p> <p>Ability to work with students, staff and visitors Work independently as well as part of a team. To command and demand respect from the school community. Ability to build and sustain professional standards, relationships and personal boundaries with children and young people. Emotional maturity and resilience in dealing with challenging behaviours. Ability to contribute towards creating a safe and protective environment. Commitment to maintaining high standards and expectations. Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</p>	<p>Outside interests. Cheerful. Resilient. Satisfaction of a job well done.</p>

Thank you for your interest in our schools.

We look forward to receiving your application.

If you think a career with us is right for you, discover more at:

[www.theCornoviittrust.org](http://www.theCornoviittrust.org)

