

School Site Supervisor

Required for an immediate start, the Governors of The Bishop Wheeler Catholic Academy Trust are looking to appoint a Site Supervisor to join our team to ensure high standards of maintenance, cleanliness and safety are achieved throughout the buildings and grounds of our schools. Although you will be based at Holy Name Catholic Primary School, Cookridge, you will be part of a wider Trust premises team and will benefit from collaborative working within the Trust:

- Salary NJC scale B1 – B3 – £19,264 - £22,129 per annum (salary dependent on experience)
- Full time and permanent, 37 hours per week, **all year round**. Core hours of work are 06:30 – 10:00 and 14:00 – 18:00 Monday to Thursday and 06:30 – 10:00 and 14:00 – 17:30 Fridays during term time. **Or, job share 2 x 20 hours per week – 7am to 11am and 3pm to 7pm Monday to Friday.**
- Annual leave entitlement is 24 days per year with 8 statutory public holidays. Working days between the Christmas Bank holidays and New Year must be taken over the Christmas period as Annual leave.
- Generous pension contribution managed by the West Yorkshire Pension Fund
- Flexibility is required in order to be able to travel to the other school sites, within a < 10-mile radius on occasions as required by the Head of Estates.
- The successful candidate will need to confirm use of a vehicle and have a clean driving licence.
- Flexibility is also essential to cover regular evening events in each school, occasional weekend/evening lettings/openings
- Winter working hours will need to be adapted due to snow clearing /gritting.
- Ideally you will have demonstrable experience of a trade such as joinery or plumbing. Along with experience of working in a school or similar establishment.

For further information, please contact Mrs Sheila Flynn, Office Manager via the school office on 0113 2677532 or by emailing flynns@holynameleeds.co.uk. Applicants will be invited for interview via email so please provide an email address. Application forms and supporting documents are available to download in the General Information and Forms section of the Trust website www.bishopwheelercatholicacademytrust.org/vacancies/. Please email your completed application to the school office at holyname@holynameleeds.co.uk addressed to the Headteacher.

- Closing date for applications: Friday 20 May 2022, 12 noon
- Interview Date: Friday 27 May 2022

The Bishop Wheeler Catholic Academy Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.