



St Joseph's College

Trent Vale, Stoke on Trent

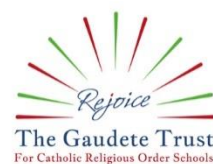
Part of the Laetare Catholic Multi-Academy Trust

Application Pack

Senior Site Supervisor

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Welcome from the Headteacher

I am delighted that you are interested in the role of Senior Site Supervisor at St Joseph's College. We are excited to welcome applications from dynamic, forward-thinking professionals and to grow the staff of this amazing school.

About the school

St Joseph's College is an outstanding, oversubscribed mixed Catholic grammar school with a 90 year tradition of excellence. The school is part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice. In January 2026 we became part of the Laetare Catholic Multi-academy Trust, a unique Catholic Mat for Religious Order schools. Our Catholic ethos is very important to us but not all our staff are Catholic. We embrace diversity and welcome staff from all backgrounds and traditions. All of our students take a full and active role in all aspects of the religious life of the school. All staff, regardless of religious commitment, uphold the Catholic ethos of the school.

As a semi-selective school in Years 7 – 11, students must attain a standardised score of 105 in the entrance examination to be eligible for one of the 150 places. We are always oversubscribed and our intake reflects the ethnic, cultural and social diversity of the region. We have over 1,100 fantastic students on roll, including a sixth form of 400 drawing successful students from schools across the city and beyond. We offer a full range of GCSEs and A level courses and academic standards are consistently very high - we expect the best for and from our students.

We love our 1932 building, but in the last few years several million pounds has been invested in our premises. We have two purpose built sixth form blocks, a specialist Sports Hall and the school owns extensive playing fields beyond our site.

Along with traditional values of exemplary behaviour, hard work and the highest standards, we embrace leading-edge practice and an ethos of continued staff development. Subject expertise is very important to our knowledge-engaged teaching and we are committed to lifelong learning and self-development. We are nationally recognised, having been awarded Teaching School Hub status, meaning that we lead on teacher training, the Early Career Framework and the delivery of all NPQs for the 317 schools of Cheshire East and Cheshire West and Chester. This is a fantastic place to build your career.

Why come to work at St Joseph's College?

We look after our staff very well; our ethos is grounded in care, a warm friendly atmosphere and the highest academic and behaviour standards. We are committed to developing the whole person so that our students and staff are enriched academically, spiritually, morally and socially. The 120 teaching and support staff are energetic, creative, utterly dedicated and very supportive of each other.

We mix the best of the traditional and the modern; we have a house system, a school song, a fine tradition of sports and games and we also have a vibrant musical and cultural life, we get involved in social justice campaigns, linking with schools across the world. Our students and staff are all part of a huge and very proud global community.

If you visit St Joseph's, I know that you will be struck by the friendliness and courtesy of the students who really are exceptional young people. Relationships between staff and students are excellent. Students are respectful but at the same time warm and friendly, and parents and governors are very supportive of the school.

I genuinely believe that we have developed a very special community at St Joseph's College of which I am very proud.

I look forward to receiving your application and wish you the best of luck.

Charlotte Slattery - Headteacher

Our Mission Statement

All we do at St Joseph's College is framed under the mission of 'Head, Hand, Hear.' St Joseph's College seeks to develop the whole person. We are a Catholic School inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus, who came that we 'may have life and have it to the full.'

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. In practice this means that we seek to:

1. **Encourage**, support and inspire young people and the wider school community in the journey of faith. Create a well-ordered community where everyone is valued and respected.
2. **Develop** the intellectual, creative, physical, spiritual and religious potential of every pupil and encourage involvement in extra-curricular activities such as sport, music, drama and community service.
3. **Work** in partnership with parents, parishes, local industry and commerce, and the wider community in a spirit of mutual service for the benefit of all.
4. **Prepare** our young people for life beyond school and in particular develop personal integrity, moral values and a sense of justice so that they 'act justly, love tenderly and walk humbly with God'.

(Micah 6:8)

St Joseph's College is a school like no other. Where many focus solely on examination results, the whole ethos of St Joseph's is focused on each and every individual who passes through our gates. We want to focus on developing their wider knowledge, their ability to make links between their subjects, their ability to question and wonder. We want to feed their soul giving them access to great thinking, profound spiritual experiences, wonderful cultural opportunities and a passion for lifelong learning.

If education, in the truest sense of the word, is about bringing the best out of children, then delivering a raft of A and A* grades is hugely important but we aim to do even more. We aim to inspire and support our pupils so they can become the very best they can be in every single way. Our philosophy is therefore focused around the traits which we want all St Joseph's students to acquire before taking their place in the adult world.

We want our pupils to be **inspired** by everything they do at St Joseph's College, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely **intellectual** approach to their academic work and to their view of the world around them, in the knowledge that a St Joseph's College education is only the beginning of an exciting and life-long journey of learning. We want our pupils to become truly **independent**, as those who can think, learn and cope independently will be the leaders and game-changers of the future. We want each and every pupil to be valued and spiritually developed as an **individual**, so their St Joseph's experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be **inclusive** in all dealings with other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.

What makes St Joseph's College outstanding?

The school was founded by the Christian Brothers in 1932. As a Catholic School we are inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus who came that we "may have life and have it to the full" (John 10:10).

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. St Joseph's College seeks to develop the whole person and as a result the pastoral care of our students is of paramount importance.

Pupils at St Joseph's College today are given the opportunity and encouraged to share in the vision and work of Edmund Rice. As one person has put it, their mission is to be like the "brave, radical, non-conformist, social justice activist" that Edmund was. Many who have passed through this school have involved themselves in fundraising, community service, assisting children at local Primary Schools, summer time schemes with children from the inner cities of Liverpool, Dublin and children with severe special needs. We hope that in "educating the whole person" we are not only providing for pupils of St Joseph's all that Edmund set out to provide in terms of a caring, nurturing, stimulating environment but also an awareness of the needs of those whose lives are in some way poorer than their own and what they can themselves do for them.

Achievement is outstanding because students make rapid progress in all subject areas. The teaching at St Joseph's College is inspiring, exciting and creative. A challenging learning environment is created where students relish the opportunities to explore, investigate and develop their skills.

Students are eager to learn, proud of their school and ambitious to achieve well. They are courteous, polite, respectful and highly effective communicators. They embrace the numerous opportunities to contribute to their school, local and wider communities. Students feel safe and nurtured in this school.

The sixth form is outstanding. Students follow mainly academic courses and most go on to university. They leave the sixth form ready to make a contribution to the world around them.

Outstanding leadership and management pervade the school. Leaders are never complacent, continually driving improvement. The school knows itself exceptionally well and is always forward facing embracing the largest pedagogical research.

Job Advertisement

Senior Site Supervisor

Start date – 23 February 2026

37 hours per week,

Full Time; 52 weeks.

Salary based on new NJC scale 5 [point 15-19] (£30,024 - £32,061)

We are seeking an experienced, proactive, and highly reliable Senior Site Supervisor to join our Estates and Maintenance Team. Reporting to the Estates Consultant, this is a key leadership role with responsibility for maintaining and enhancing the high standard of our school environment, of which we are extremely proud.

The successful candidate will take a senior role in the day-to-day management of the school estate, overseeing the main school site, four satellite sites, and all school grounds, ensuring they are safe, secure, welcoming, and well maintained at all times.

This is an excellent opportunity for an individual with strong technical knowledge, a hands-on approach, and the ability to take ownership of a complex, multi-site environment.

Key Responsibilities

- Liaising with the Estates Lead for the CMAT
- Senior oversight of buildings, grounds, and maintenance operations across all sites
- Ensuring full compliance with health & safety legislation and best practice
- Undertaking and supervising security, locking/unlocking, and custodial duties
- Supporting the planning and delivery of maintenance works and site improvements
- Acting as a keyholder and trusted point of contact for site-related matters
- Driving the school minibus when required
- Leading and management of the site team

Essential Requirements

- Full, clean driving licence
- Strong working knowledge of buildings and grounds maintenance
- Excellent understanding of health and safety requirements
- Ability to carry out security and custodial duties
- Physically fit and able to undertake manual work, including outdoors in most weather conditions

Personal Qualities

- Able to work independently while also leading and supporting others
- Trustworthy and reliable, with a strong sense of responsibility for site security
- Flexible, practical, and solution-focused
- Willing and able to adapt to the needs of a busy school environment

This senior role is ideal for someone who takes pride in their work, enjoys responsibility, and wants to play a vital part in supporting the smooth running of a school community.

Further information and an application form are available on our website. Please return completed forms to Mrs F Uschmann, Head's PA/HR Manager by post or email to: fuschmann@stjosephsmail.com

Closing date: 26 January 2026 – 4.00pm

Interview: w/c 2 February 2026

St Joseph's College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants for these posts will be subject to an Enhanced Disclosure check by the Disclosure and Barring Service.

In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates



JOB DESCRIPTION

Responsible For: Caretaking Team

Hours: 8:00am-4:00pm

Date: 17 November 2025

1. Job Purpose

The Senior Site Supervisor will contribute to the effective management, safety, security, and high-quality presentation of the College estate. The post holder will have responsibility for leading and coordinating the caretaking team, ensuring delivery of a responsive and professional service.

A core aspect of the role is to liaise with the Estates Consultant on matters related to compliance, planned maintenance, asset management, and estate development projects, ensuring that all statutory and operational standards are met across the College.

The role covers the main site, four satellite sites, and school grounds and will involve participation in a rotating shift pattern.

2. Key Responsibilities

2.1 Leadership and Team Management

- Provide daily leadership, direction, and support to the caretaking team.
- Plan and record both the planned and reactive work that the Site team will be required to undertake on a daily basis.
- Allocate tasks, oversee workflows, and monitor performance to ensure effective service delivery.
- Promote a positive, customer-focused approach, modelling professionalism at all times.
- Assist in induction, training, and ongoing development of caretaking staff.
- Follow / establish systems to ensure smooth operation of the site team.

2.2 Liaison with Estates Consultant

- Liaise routinely with the Estates Consultant on planned and reactive maintenance, statutory compliance matters / cycles, statutory inspections, and estate improvement projects.
- Provide accurate information, records, and updates as required.
- Support the implementation of planned preventative maintenance schedules and compliance programmes.

2.3 Site Operations and Maintenance

- To include responsibility for ordering and maintaining stocks or items required for reactive repairs.
- Oversee the security of buildings, including key-holding responsibilities, intruder alarm checks, and opening/closing procedures.
- Ensure efficient functioning of heating, lighting, and essential building systems across all sites.

- Maintain high standards of cleanliness and presentation in areas not covered by external cleaning contracts.
- **Ensure that appropriate arrangements are in place for non-routine or emergency cleaning to be carried out.**
- **Ensure that gardening and grounds-maintenance tasks are completed as required, either directly or through appropriate coordination.**

2.4 Health, Safety, and Compliance

- Ensure the PPMs (Planned Preventative Maintenance) schedule is adhered to and appropriately recorded.
- Promote safe working practices and ensure adherence to college health and safety procedures.
- Support routine safety checks, including fire alarm testing, evacuation procedures, and site inspections.
- Report hazards, defects, and concerns promptly to the Estates Consultant.

2.5 Contractor and External Services Coordination

- Act as an on-site contact for contractors, ensuring compliance with college expectations, safeguarding requirements, and health and safety regulations.
- Oversee and support the work of security patrol staff where required.
- Monitor the quality and completion of contracted works.

2.6 Logistics, Transport, and Event Support

- Receive, distribute, and relocate deliveries, furniture, and equipment across all sites.
- Assist with internal moves, event preparations, and site set-ups.
- Drive the school mini-bus when required and oversee the upkeep and readiness of the school vehicles.
- Support school events including the coordination of car parking arrangements.

2.7 Working Hours and Flexibility

- Provide occasional cover for weekend lettings, Saturday openings, and evening activities as required.
- Annual leave to be taken ideally during school opening and closure times; term-time leave only with prior agreement.

3. Safeguarding Responsibilities

The college is committed to safeguarding and promoting the welfare of children and young people.

The post holder is expected to:

- Adhere to all safeguarding policies and procedures.
- Attend relevant training and refresher sessions as required.
- Report any safeguarding concerns promptly in line with College procedures.

4. General Responsibilities

- Undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the line manager or headteacher.
- Contribute to the ethos, values, and overall aims of the college.
- Maintain confidentiality at all times in line with college policy and GDPR requirements.

5. Additional Information

This job description reflects the core activities of the post and is subject to periodic review.

The post holder may be required to undertake additional duties consistent with the overall purpose of the post.

6. Qualifications

NEBOSH or IOSH is desirable as is any other related construction training certification, computer skills also an advantage

Safeguarding Children and Young People

St Joseph's College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks.

Candidates should be aware that all posts at St Joseph's College involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All staff are expected to take part in statutory safeguarding training and commit to all safeguarding policies and procedures.

We require all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable, if your duties haven't brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Closing Date is 26 January 2026 at 4.00pm

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (ie utility bill, financial statement)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Conditional Offer and Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as eg Childcare Disqualification Regulations, Prohibition check / s128, overseas records check
- Satisfactory Disclosure and Barring check
- In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of Health Assessment
- Satisfactory completion of the probationary period – (not currently for teaching staff)

How to find us

The nearest bus stop is opposite the site and can be reached via several different bus routes from Newcastle-under-Lyme and Stoke on Trent. St Joseph's College is a 10 min car journey from the nearest train station.

Location:

St Joseph's College is situated in Stoke on Trent which is located less than an hour from Birmingham, Manchester and Liverpool and only one and a half hours direct from London Euston by train. Stoke on Trent borders with the counties of Staffordshire, Cheshire and Shropshire and is only 40mins from the Peak District.

We are easily accessible from both local and surrounding areas. For anyone travelling by car, St Joseph's is only 5 minutes from the motorway: Junction 15 on the M6 in the closest exit, with easy access to the A50 and A34.

