

# Site Supervisor

**Trentham Academy, part of the City Learning Trust**

**Salary:** Level 3, scp 3-4 £16,751 per annum

**Shift pattern:**

6 days of varying length (including every other weekend)  
then 8 days off (possible flexibility)

**Closing date:** Monday 20th October, 2025

**Interview:** Week Commencing 20th October, 2025



**United by our  
values, we place  
children and young  
people first in  
everything we do.**



# Job Description

## Site Supervisor

Can you spot a wonky door hinge from 20 paces?

Do you take pride in fixing things before anyone else even realises they're broken?

Are you the kind of person who can stay calm when the heating stops working, the playground floods, and a delivery lorry blocks the car park — all before 9am?

Then you might just be who we're looking for.

## About the role

We're looking for a practical, reliable and proactive site supervisor to take care of Trentham Academy — inside and out. You'll lead our small site team to make sure the school is clean, safe and welcoming every single day. From maintenance and repairs to health and safety checks, you'll keep things running smoothly so our staff can teach and our children can learn.



#### What you'll be doing:

- Maintaining the security, safety and cleanliness of school buildings and grounds.
- Carrying out general maintenance and repairs — painting, decorating, plumbing, joinery and whatever else the day brings.
- Managing and supporting the site team, ensuring work is completed to a high standard.
- Leading on health and safety across the site, completing regular checks and keeping accurate records.
- Liaising with contractors, arranging quotes and overseeing works when needed.
- Monitoring and managing site resources, tools and materials.
- Performing routine pool maintenance to meet hygiene and safety standards.
- Taking pride in keeping our school environment safe, tidy and well cared for.

#### We're looking for someone who:

- Has good practical maintenance skills and enjoys hands-on work.
- Is organised, self-motivated and able to plan their workload.
- Can lead and support a small team with confidence and fairness.
- Understands health and safety requirements and takes them seriously.
- Communicates clearly and works well with staff, children, contractors and visitors.
- Is calm, reliable and always ready to roll up their sleeves when something needs sorting.

#### What we offer:

- A friendly, supportive working environment.
- A varied role where no two days are ever quite the same.
- A chance to take real pride in your work and see the difference you make every day.
- Training and development opportunities to help you grow in the role.

At Trentham Academy, we believe in creating a safe, positive and welcoming place for our children and staff — and our site team is key to making that happen.

The City Learning Trust and Trentham Academy are committed to safeguarding.

**Find out more at [www.trenthamacademy.co.uk](http://www.trenthamacademy.co.uk).**



# Person specification

## Competence

## Essential

## Desirable

### Qualifications and training

Good standard of general education.



Practical skills in general maintenance, repairs or trades.



Commitment to safeguarding and promoting the welfare of children and young people.



Understanding of health and safety regulations.



Relevant qualification or training in building maintenance, facilities management or a related trade.



First aid training, or willingness to attend training.



Pool maintenance training (or willingness to undertake this).



### Experience

Experience of working in a maintenance, caretaking or site management role.



Experience of managing or supporting a small team.



Experience of planning and prioritising workloads.



Experience of liaising with contractors and monitoring standards of work.



Experience of working in a school or similar environment.



Experience of carrying out compliance checks (for example, fire safety, legionella, asbestos).



### Skills and abilities

Strong practical and problem-solving skills across a range of maintenance areas.



Experience of leading, motivating and supporting others.



Good organisational and time management skills.



Ability to communicate clearly and professionally with a range of people.



Awareness of health and safety and safe working practices.



Ability to work independently and take initiative.



Experience of using IT systems for recording maintenance or compliance checks.



Experience of managing budgets or ordering supplies effectively.



### Personal qualities

Reliable, hardworking and takes pride in their work.



Calm, flexible and able to respond positively to unexpected challenges.



Professional, approachable and a team player.



Committed to maintaining a safe and positive school environment



The genuine wish to make spaces safer or better for children to thrive



