



ST JAMES'

CATHOLIC HIGH SCHOOL



Assistant Site Supervisor

Candidate Information | September 2021



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2017) located in Stockport, South of Manchester. Our school is made up of 800 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school. St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2019, **84% of students achieved at least a grade 4 in English & Mathematics** while **65% of students achieved a grade 5** in these subjects
- **64 grade 9s and 134 grade 8s in 2019** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in Mathematics, English, Open subjects and the Humanities placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.
Job Advertisement

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kaya Roddick, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamescheadle.co.uk

Anthony Pontifex Headteacher

Governors seek the following appointment for September 2021



Assistant Site Supervisor Part Time 28 hours per week

(six-month fixed term contract with possibility of a permanent role)

Scale 3: £19,312 - £19,698 (pro rata) Hours:

28 hours, full year.

Mon, Tue 3.00-10.15pm, Wed, Thurs -3.00-9.15pm, Friday 3-6pm. (Hours may vary during the year)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2017, with "Outstanding" Outcomes for Pupils

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school
The governors of the school wish to appoint a dynamic and highly motivated Assistant Site Supervisor

Closing Date: 2nd July 2021 12 noon

Interviews: 9th July 2021

Please note a current Support Staff CES application form (available from our website) must be completed for this post. CVs will not be accepted. Forms can be emailed to:

headteacherpa@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Assistant Site Supervisor

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Purpose of the Post

- To support the Site Manager in all premises related aspects across the school and to specifically oversee the site outside of school hours whilst the site is being used for lettings

Responsibilities

- Responsible for the use of the site by others, outside of school hours, including site security and safety
- To act as the school's point of contact for lettings whilst on site
- To ensure that the premises are kept secure and safe and in good working order
- To be responsible for the lighting and heating of the premises as directed
- To undertake handyperson duties as appropriate and with due regard to health and safety legislation
- To undertake portorage duties
- To participate in staff training programmes and to carry out all other duties in a responsible manner with due regard to the school's Health and Safety Policy
- To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained
- To ensure that accidents at work and defects of equipment, machinery and buildings are reported appropriately
- To undertake overtime duties e.g. related to the authorised use of the premises outside of normal school hours
- To undertake the general cleaning duties including school floors
- To assist appropriate authorities when carrying out inspections of the school
- To have an involvement in other activities as may be assigned from time to time by the headteacher **School Ethos and Culture**
- Promote the school's ethos and culture to the broader community

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from any manager to undertake work of a similar level that is not specified in their job description



Assistant Site Supervisor

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Good standard of education	✓		✓	
Commitment to personal/professional development	✓		✓	
Experience				
Experience of working in a school environment		✓	✓	
Basic site maintenance experience and ability (cleaning, heating, plumbing, carpentry, electrics etc.)		✓	✓	
Professional Knowledge				
Knowledge of and commitment to relevant school policies including Safeguarding/Child protection and Health and Safety.		✓	✓	✓
Personal skills and qualities				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to work as part of a team	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Ability to carry out manual handling tasks requiring a level of physical fitness	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓

Contact

KAYA RODDICK

PA to the Headteacher

0161 482 6900

headteacherpa@stjamesheadle.co.uk

www.stjamesheadle.co.uk

St James' Catholic High School

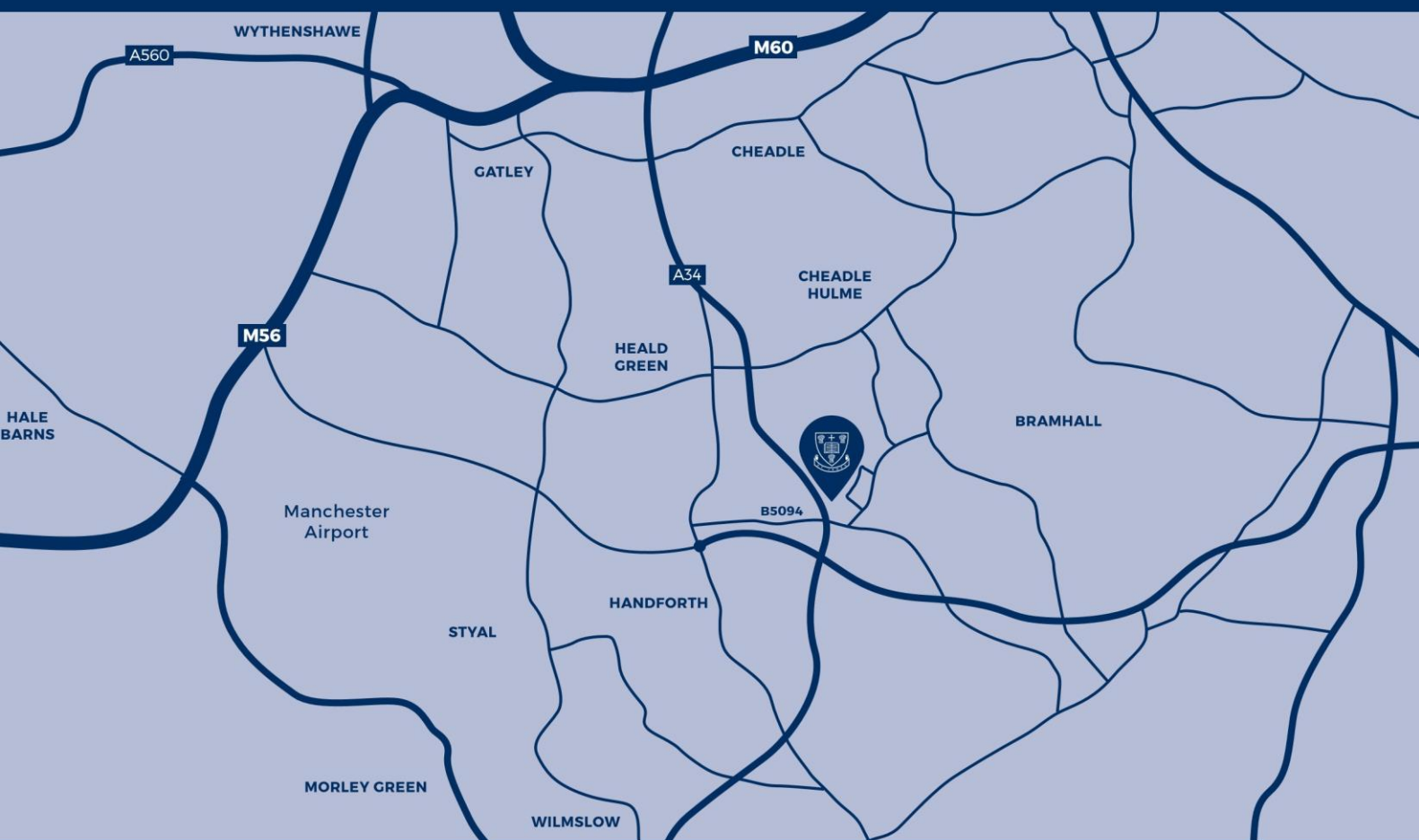
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



ST JAMES'
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26