



Awarded by Arts Council England

Scarborough Road, Otley, West Yorkshire LS21 3JS

Tel: 01943 462349

Headteacher: Ms H.R. Carpenter • email: [info@westgateprimary.co.uk](mailto:info@westgateprimary.co.uk)

## Site Superintendent

### B1, Point 4.0 – 6.0, actual salary £14,316 pa

**25 hours per week all year round (07:30- 12:30 in term time; ability to compress hours in school holidays as needed)**

**20 days holiday + bank holidays**

**Some flexibility is required to meet the needs of the school**

**Start date: 1<sup>st</sup> January 2024**

We are keen to appoint a friendly, enthusiastic, conscientious and self-motivated person who will maintain our school site to a high standard, ensuring a welcoming and safe environment for the whole school community.

The successful candidate must have the ability to work as part of a team, as well as independently and be willing to undertake any necessary training.

Some of the duties will include, but are not limited to:

- Responsibility as first key holder and undertake associated call out duties, including initial response to fire and intruder alarms
- Ensuring full security of the school building, including unlocking and locking (early morning, and early evening if required)
- Ensuring effective operation of the system of Planned Preventative Maintenance, undertaking appropriate weekly repairs e.g. redecorating and fixing, plumbing, changing light bulbs, unblocking drains, etc.
- Attending appropriate 'Health and Safety' training courses when requested including first aid, legionella, COSHH, PAT testing and ground maintenance machinery
- Grounds management, including basic gardening, weeding and tree maintenance
- Co-ordinating with contractors and lettings
- Weekly Health and Safety checks such as fire alarm, fire equipment, emergency lighting & legionella
- Emergency cleaning as necessary
- Undertaking clear, detailed record keeping and monitoring / managing stock within an agreed budget, working with the school business manager
- Attending meetings as appropriate, including governor site inspections

Closing date for applications:

**Friday 27<sup>th</sup> October 2023**

Interviews:

**Week commencing 6<sup>th</sup> November 2023**

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service (DBS) check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

An application form can be downloaded from [www.westgateprimary.co.uk](http://www.westgateprimary.co.uk) under 'Community' and should be returned to Amy Bleasdale, School Business Manager via the school office or on [admin@westgateprimary.co.uk](mailto:admin@westgateprimary.co.uk).