



**Pool-in-Wharfedale CE Primary School,  
Arthington Lane, Pool-in-Wharfedale, Otley, LS21 1LG  
and  
Westgate Primary School, Scarborough Road, Otley,  
LS21 3JS**

## **Site Superintendent**

- **Pool in Wharfedale CE Primary School and Westgate Primary School**
- **This can be one full time role (multi-site working), or part time at just one site.**
- **B1, Point 4- 6 - £24,733.78 to £25,523.31 per annum pro-rata**

### **Annual contract:**

**37.5 hours per week all year round (18.75hrs per site, per week for part time)**

**20 days holiday + bank holidays**

**07:15-11:00 at Pool in Wharfedale**

**Hours at Westgate to be negotiated**

**Start date: As soon possible**

We are keen to appoint a friendly, enthusiastic, conscientious and self-motivated person who will maintain either or both school sites to a high standard, ensuring a welcoming and safe environment for both school communities.

The successful candidate must and have the ability to work as part of a team, as well as independently. They must be willing to undertake any necessary training. If they wish to combine the roles they must have their own transport - travel expenses between the two sites will be reimbursed.

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

- Responsibility as first key holder and liaise with associated call outs re fire and intruder alarms
- Ensuring full security of both schools' buildings, including unlocking and locking
- 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, e.g. first aid, legionella, COSHH, PAT testing, asbestos awareness
- Co-ordinating with the School Business Managers, contractors and lettings
- Weekly Health and Safety checks such as fire alarm, fire equipment, emergency lighting & legionella
- Emergency cleaning of areas as necessary
- Undertaking clear, detailed record keeping and monitoring/ managing stock within an agreed budget
- Attending meetings as appropriate, including Health & Safety/ Resources governor sub-committee

Our schools are committed to safeguarding and promoting the welfare of children and expect 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.

All new Leeds City Council appointments are made subject to the satisfactory completion of a six month probationary period.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK- either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.

Please contact the School Business Manager at Westgate Primary for an application pack: [admin@westgateprimary.co.uk](mailto:admin@westgateprimary.co.uk) / 01943 462349.