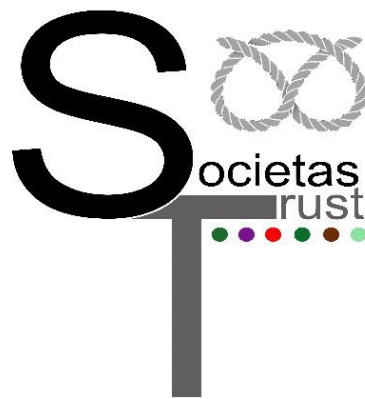




The Societas Trust



Recruitment Pack

JOB TITLE: Site Supervisor

CLOSING DATE: 3pm 08/05/2026

INTERVIEW DATE: 15/05/2026

SETTING: Summerbank Primary Academy

“Great Learning Opportunities For All”

<https://www.societastrust.org.uk/>

Message from the CEO of the Trust

Dear applicant

Thank you for your interest in the position of Site Supervisor at Summerbank Primary Academy which is part of the The Societas Trust. Our Trust currently consists of:

Alsagers Bank Primary Academy

Ash Green Primary Academy

Ball Green Primary Academy

Burnwood Primary Academy

Carmoutside Primary Academy

Ellison Primary Academy

Gladstone Primary Academy

Goldenhill Primary Academy

Oaklands Nursery School (Associate member)

Sandford Hill Primary School (Associate member)

Summerbank Primary Academy

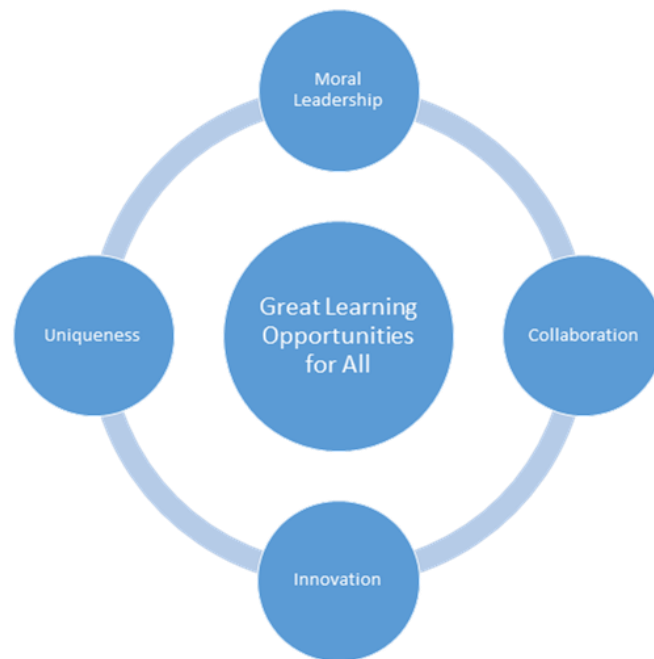
The Societas Trust is a successful partnership between ten schools in North Staffordshire. We share a belief that the needs of children are best met when schools collaborate and cooperate and are able to maintain close links with the communities they serve. Whilst it is crucial for us to support the development of the unique identity of each school in the partnership, we also believe that by developing and promoting innovative and creative approaches to learning and teaching across the trust, we will ensure that our children have the very best opportunities to excel academically and develop socially. We believe that children learn best and thrive in environments that promote and foster self-belief, the love of learning and high expectations of themselves and others. I would like to extend my very best wishes to all the pupils, teachers, governors and parents/carers across The Societas Trust for their future success.

Jon Lovatt



Vision and Values of The Societas Trust.

'To create a sustainable, professional community, where all learners are valued and encouraged to achieve their potential, and all individuals are respected.'



Whilst our shared drivers and values, depicted above, underpin the ethos and culture of the Trust, each setting is also valued as an individual entity with its own special identity. So, at Societas:

All settings work collaboratively, not competitively – there is no lead setting;

Each setting retains its own senior leadership team and business manager;

Each setting retains its own local governing board.

Our shared values include:

Honesty

Transparency

Trust

Challenge

Integrity

Accountability

Respect

Moral Leadership

Professional regard

Collaboration

Physical Health and Well-Being for all

Our Settings

[Alsagers Primary Academy.](#)



Alsagers Bank Primary Academy is proud to have become part of The Societas Trust in September 2021.

Alsagers Bank Primary Academy is a small, semi-rural primary school located on the outskirts of Newcastle under Lyme with 157 pupils on role from Nursery to Year 6. (September 2024). We have 7 classes throughout the school and 28 staff. We work closely with Bee Active Childcare who provide 2 year old provision on our site and Bee Active who offer holiday club provision to the local community during all school holidays.

Our main school building, which dates back to 1836, is set within generous grounds with large school fields on which a dedicated area to Forest Schools has been developed and this theme of Forest Schools is reflected in our school corridor decoration.

[Ash Green Primary Academy](#)



Ash Green Primary Academy is a nurturing environment where all children feel valued, happy and secure. As a family, we learn together, laugh together and take care of each other in a school community which is passionate about caring for the body, heart and mind. Equality, fairness and respect are paramount as is our unshakeable belief that all children have an entitlement to world class opportunities regardless of background.

We aspire for all children to have a love of learning, be curious about the world we live in and to have the confidence to try new ideas and take risks. Children embrace unique talents as well as ensuring that we are 'achieving the best, together'. All within our school family take pride in the role they have by striving for excellence and not perfection. These core values mean that all children achieve their personal bests by having high expectations of themselves and others. A carefully designed curriculum and assessment system, bespoke to our school context, allows our children to make sense of the world and their place in it, as well as respecting and valuing other individuals and communities.

Ash Green has strong collaborative links with all settings within The Societas Trust. The team are outward facing in their pursuit of self-sustaining school improvement.

[Ball Green Primary Academy](#)

Ball Green Primary School



Every child. Every chance. Every day.

Ball Green Primary School is a welcoming, medium-sized school and nursery serving the Norton, Ball Green and nearby communities. We take pride in building strong, supportive relationships with children, families and the wider community, creating a respectful and caring environment where everyone can thrive together.

Our vision is to be a "school of smiles," where every child is happy and given the opportunity to grow and improve every day. We focus on nurturing the whole child through an inclusive, fair and consistent approach. Our goal is to prepare every child socially, emotionally and academically for success in the modern world.

We offer tailored support, including nurture groups and alternative provision for children needing extra help. From April 2026, we will expand our support with a new specialist provision for children facing social, emotional and mental health challenges.

Our curriculum is designed to deepen knowledge, skills and vocabulary through a progressive, text-based approach. We encourage cross-curricular learning and outdoor activities to inspire children, while integrating technology to prepare them for the future. At Ball Green, we aim to create confident, well-rounded learners who are ready to embrace their diverse futures.

[Burnwood Primary Academy](#)



Burnwood Community School is a fast paced, exciting and creative school that works hard to ensure that the whole school community is supported. The achievement of our children is our top priority and everyone supports our ethos and school mission statement of 'working together to achieve our best'.

At Burnwood we support and challenge every child, to be resilient, to work hard and to do their best. We work collaboratively across the Trust and beyond to promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise.

All members of the school team share the school values and have the drive to secure rapid and sustained improvement whilst also developing the culture and ethos of the school. We prioritise staff wellbeing and are deeply

[Carmoutside Primary Academy](#)



Carmoutside Primary Academy is a happy, warm and friendly school serving Abbey Hulton and the wider community to ensure that all children achieve more than they ever thought possible. We have a hardworking, dedicated team who provide the best for our children so they leave us having developed into confident, healthy individuals with the strength of character that enables them to achieve their full potential. We are committed to raising standards and have consistently high expectations of our children both academically and socially.

We are proud of the wide range of opportunities we offer our children. We aim to make learning enjoyable, allowing every individual to succeed in a safe, secure environment. Through our broad and balanced curriculum, we strive to create life-long learners with a hunger for knowledge whilst developing skills and values to become tolerant and respectful young people. We believe that every child has the right to quality education and that this is achieved when parents and schools work together in partnership.

[Ellison Primary Academy](#)



Ellison Primary Academy is a busy but friendly academy, where lots of exciting learning happens. We place great emphasis on children enjoying their learning experience, as well as reaching the highest possible standard of achievement. It's not just about remembering dates and facts...it's also about igniting an interest in learning that will last a lifetime. This would not be possible without our wonderful teaching and support staff. They are dedicated to making sure that all our children enjoy their time here and reach their full potential.

Our school vision is, 'Developing a caring family of creative, critical and collaborative learners'; this is achieved in our highly supportive and caring environment, where children feel safe to make mistakes, learn from those mistakes and become confident, independent learners.

[Gladstone Primary Academy](#)



Gladstone is a two-form entry Primary School situated in Longton with we currently have over 470 pupils on roll. The school was built in 2009 and we have fantastic facilities in our impressive 'state of the arts building and grounds'. Gladstone is a nurturing school where everyone's contribution is valued. We have a talented and dedicated team and a forward thinking and ambitious Governing Board. Our fantastic pupils are well mannered and polite and play an active role in the running of our school and our parents are very supportive and work well with us. We serve as a hub for our local community.

[Goldenhill Primary Academy](#)



At Goldenhill Primary Academy, we are dedicated to providing a strong foundation for every child to thrive, both academically and personally. Our mission is to help each pupil reach their full potential in a nurturing and supportive environment. Central to our ethos are values of respect, exemplary behaviour, and inclusivity, which we foster in all members of our school community, regardless of age, gender, religion, or ability. At Goldenhill, we truly believe in 'Developing the Individual.'

Our provision is designed to inspire a genuine love of learning, which we see as the cornerstone of academic success. We are committed to continuously improving outcomes for all our pupils, ensuring they are well-equipped to meet the challenges ahead. As a fully inclusive school, we warmly welcome students with special educational needs and disabilities, and are dedicated to providing the support they need to flourish.

[Oaklands Nursery School](#)



We are one of the last 2 remaining standalone Local Authority Maintained Nursery Schools in Staffordshire. We work closely with The Societas Trust as an associate partner, which is comprised of 8 primary settings in North Staffordshire, including Ellison Primary Academy. We provide education for children aged two to five years with a caring, passionate and experienced staff team.

At Oaklands, we put the children at the heart of all we do, providing a truly child centred, creative and holistic approach to early years education. Our approach nurtures and empowers children to be curious, make their own choices and become confident and resilient individuals. Through this approach, we aspire to foster a lifelong love of learning. Staff are exceptionally skilled at knowing each child's interests, needs and next steps. The partnership with the Trust makes a positive difference to leaders, staff and children due to the enhanced range of opportunities, training and support provided.

[Sandford Hill Primary School](#)



Sandford Hill Primary School is a large, two-form entry school situated in Longton, where every child is valued, nurtured and inspired to succeed.

At the heart of our school community is our motto—*Thoughtfulness, Respect and Hard Work*. These values shape daily life at Sandford Hill and can be seen in the kindness our children show one another, the strong and supportive relationships between staff and pupils, and the close partnerships we build with families and the wider community.

We pride ourselves on providing a safe, inclusive and stimulating environment where children feel happy, confident and ready to learn. Our dedicated and passionate staff team is committed to ensuring that every child receives a rich, broad and balanced curriculum. Learning at Sandford Hill is designed to be engaging, meaningful and enjoyable, encouraging curiosity and a love of learning that lasts a lifetime.

We believe that every child has unique talents and potential, and we work hard to ensure that all children are supported and challenged to achieve their very best.

[Summerbank Primary Academy](#)



Summerbank is a large, multicultural primary school situated in the north of Tunstall.

We provide children with an engaging, high quality, all round education in a vibrant, well-resourced and inclusive environment. We see our school as a family and we take pride in creating a caring and supportive ethos where each member thrives, our motto is 'together we grow'.

Children in our school are happy, polite and keen to learn and our talented and creative staff work hard to make sure every child has the opportunity to reach their full potential. Our curriculum is relevant and engaging and is taught well, this along with high expectations and a committed staff team ensures that children have good progress and attainment.

We are privileged to have a school community where a high proportion of our children and families originate from different areas across the world, bringing together a richness of culture and language which we celebrate at Summerbank. We want our children to take advantage of all the opportunities life has to offer - we plant the seed to grow their dreams.

Employee Benefits.

As a valued member of staff or governor at The Societas Trust, not only will you be part of an organisation that is dedicated to ensuring 'Great Learning Opportunities for All', which is embedded in our core values of Moral Leadership, Collaboration, Uniqueness and Innovation, you will also have access to a wide range of employee and governor benefits enabling you to thrive. These include:

- Automatic enrolment into guilt edged pension schemes: Teachers' Pensions Scheme for teachers; Staffordshire Local Government Pension Scheme for all other staff
- Cancer and Chronic Illness Support*
- Child Care Vouchers
- Counselling*
- Cycle To Work Scheme
- Discounted Gym Memberships
- Food Sensitivity Testing*
- Financial Wellbeing Support*
- Integrated GP Services*
- Long Service Award after 25 years' continuous service*
- Menopause Support*
- Mindfulness Support and 'Mastering Mindfulness' courses*
- Nurse Support*
- Physiotherapy*
- Private Medical Operations
- Recognition of relevant continuous service on appointment
- Staff Workshops, including Health Screening and Stress/Mindfulness Workshops
- Virtual Gym*
- Weight Management*
- Wellbeing Day - an additional day off work for your wellbeing
- Wide Range of Continuing Professional Development and Career Progression Opportunities

*These benefits are also available to our governors

(Please note that terms and conditions apply to some benefits)



Wellbeing



Job Title: Site Supervisor, 37 hours per week, whole year.

Shift Pattern: Monday – Wednesday 7am – 4pm, Thursday – Friday 7am – 2.30pm

Salary Scale £26,406 - £28,598

Grade: Level 5

Setting: Summerbank Primary Academy

Job Purpose: To take a proactive role in supporting the maintenance, security and improvement of the school premises and site, ensuring the safe, effective and efficient operation of the school. This role includes caretaking support to the school, taking responsibility for ensuring that the general appearance of the buildings and surrounding areas are maintained to a good standard.

Key Duties/ Responsibilities/Job Description:

Security, Safety & Compliance

- Using school and contractor logging and recording systems, including online systems.
- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out.
- Secure the premises out of hours in the case of school events / polling etc.
- Attend to out of hours call outs, liaising with the alarm control centre accordingly.
- Check that the heating and lighting systems are operating satisfactorily and checking their efficiency with regard to energy conservation.
- Ensure heating plant and equipment is efficiently and effectively operated, making adjustments as necessary, and report defects and malfunctions to designated member of the Senior Leadership Team/support provider.
- Check fire and/or security alarms are working satisfactorily.
- Ensure that premises are in a safe, tidy and good condition daily prior to use.
- Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for animal excrement, broken glass etc. and disposing appropriately.
- Clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action for example boarding up broken windows. Re-glazing small internal windows.
- Undertake risk assessments and COSHH procedures as appropriate.
- May be required to assist with fire evacuation procedures.
- All testing requirements in relation to compliance (emergency lighting, alarm, water flushing etc.)
- Support at the beginning and end of school day (within working hours) with the safe operation of the school car park/access to the site during pupil drop off and pick up.

Maintenance and Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.

- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required and in line with the waste legislation, monitoring skips and ensuring efficient disposal.
- Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, gullies, boiler house, stores etc. to ensure that they are free of litter / debris / animal excrement. This may include cleaning up after contractors during school closure periods.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- Remove spillages and resultant stains from floors and other surfaces.
- Empty external litter bins with contents disposed of on a daily basis as and when required
- Ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).

Minor Repairs

- Minor repairs to include minor plumbing, joinery, electrical work and internal decoration and maintenance, e.g. replacing door handles, replacing light bulbs/plugs with appropriate training.
- Undertake repairs, projects and redecoration tasks as appropriate.
- Minor repairs to fixtures and fittings such as replacing locks.
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advise and/or undertake, where appropriate renovation projects.
- Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps.
- Responding to leaks

Resources / Organisation

- General moving and collection activities as required including setting up and clearing away furniture and stage blocks.
- Construction of flat packed furniture.
- Attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out.
- Carry out tasks of a specialist nature, e.g. an annual Fire Risk Assessment, etc. and report to the school's senior member of staff.
- Report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team/Contractor
- Report minor faults on site to the designated member of the Senior Leadership Team/Contractor.
- Logging and following up jobs with the Compliance provider and other contractors.
- Maintain appropriate records including the fire alarm book.

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.
- Any other duties commensurate with the grade of the post as directed by the Headteacher.

Health and Safety

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

In return we will offer you the chance to be part of our friendly, forward thinking and skilled team who are passionate about offering exciting, innovative opportunities for our children. We provide high quality continuous professional development for all our staff linked to needs and interests.

Person Specification

Person Specification – Site Supervisor

Minimum Essential Requirements evidenced by **a:** Application Form **b:** Test **c:** Interview

	Application form	Interview	Interview Task
Has friendly yet professional approach which is supportive to others and is based on mutual respect			
Good understanding and ability to use relevant equipment for maintenance in line with job role			
Able to use technology (e.g. computer, tablet) for record keeping, logging jobs etc			
Able to work constructively as part of a team as well as solo working.			
Flexible – can respond to emergencies and changes in work pattern			
Ability to relate well to children, staff and parents			
Demonstrates a positive ‘can do’ attitude including suggesting solutions and taking on board the views of others			
Ability to communicate well with contractors and other adults in school and beyond.			
Is committed to the provision and improvement of quality service provision			
Ability to effectively prioritise tasks			

Application Guidance:

If you decide to apply for this post applicants are required to complete an application form, CVs will not be accepted. Your supporting statement should be no more than 1300 words and should include:

- Why you are attracted to the post
- How your experiences and achievements address the job description and personal specification

For further details and to request an application form please email office@summerbank.co.uk / visit the academy or The Societas Trust website.

Visits to the Academy are strongly encouraged prior to application, to arrange please call the office on 01782 233611

Deadline for applications: 3pm Friday 8th May

Interviews: Friday 15th May

If you have received communication from the academy inviting you for interview within 14 working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.

Safeguarding:

Summerbank Primary Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act (1974) and all shortlisted candidates will be asked to complete a criminal record self-declaration and be subject to references and online social media checks. Appointment to the post will be subject to all other necessary pre-employment checks including a satisfactory enhanced check by the Disclosure & Barring Service.

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: www.bia.homeoffice.gov.uk/employers/

For More information about The Societas Trust, please visit our website:

<https://www.societastrust.org.uk/>