



SAINT AIDAN'S

Church of England High School

Aspire & Believe & Succeed

GROUNDSPERSON / SITE SUPERVISOR

Required from 4th November 2026
or sooner if possible

Dear Candidate,

Thank you for your interest in the post of Groundsperson / Site Supervisor at Saint Aidan's.

We are looking for a hard-working, reliable and flexible colleague who takes real pride in their work to support the maintenance of our school site, grounds and sports playing surfaces. If you are appointed you will join a close and well-established team of a Site Manager, a Site Supervisor, an Assistant Groundsperson / Site Supervisor and nine Cleaners who work along with our students and the rest of our staff to keep Saint Aidan's one of the best maintained and most welcoming school sites in Lancashire.

The successful candidate should be able to demonstrate a commitment to manual outdoor and indoor work and have the ability, with training, to operate a range of site maintenance machinery. Relevant experience would be an advantage. The ability to work as part of a team and also independently will be required. Holidays are normally taken during the school holidays.

This post offers the right candidate a great working environment, supportive and appreciative colleagues and students, and the chance to do a job where you make a real difference to the lives of young people.

I hope that, having read the enclosed information and looked at the information about the school on our website, you feel encouraged to apply for this position.

If you would like to arrange a visit to school to meet the site and grounds team and look at the fabulous school grounds before applying, please contact Mr Andrew Robinson, Site Manager, by email - staffar@st-aidans.lancs.sch.uk or telephone 01253 810504.

Completed application forms and supporting letters should be returned to arrive no later than 12 noon on Wednesday 30th September. Applications may be submitted by post or by email. Emailed applications should be sent to recruitment@st-aidans.lancs.sch.uk and will be acknowledged on receipt.

I look forward to receiving your application.

Yours sincerely,

Katie Benter, Headteacher



Katie Benter,
Headteacher

Post: Groundsperson /
Site Supervisor

Line Manager:
Site Manager

Start Date:
4th November or sooner if
possible

Closing date for applications:
12 noon on Wednesday 30th
September 2026

Interviews:
Week beginning 5th October

Electronic applications are
accepted in Microsoft Word or
PDF format.

Please email to
recruitment@st-aidans.lancs.sch.uk

Aspire *∞* Believe *∞* Succeed



JOB DESCRIPTION: **GROUNDSPERSON / SITE SUPERVISOR**

Job title:	Groundsperson & Site Supervisor
Grade:	JE Grade 4 – Scale points 4-6 £25,185 to £25,989 gross, per annum (Pending confirmation of 2026 pay award)
Hours:	Full Time, Full Year - 37 hours per week – Start and Finish times to be discussed
Location:	Saint Aidan's Church of England High School
Responsible to:	Site Manager
Staff responsible for:	None
Job purpose:	To ensure that the school's buildings, grounds and sports playing areas are maintained to the highest standards

Main tasks and responsibilities:

- Undertake a set programme of grounds maintenance activities to ensure the school premises and all areas of the school grounds are maintained in a neat and tidy condition. Working with the Site Manager to prevent issues before they happen for example, with drainage.
- Maintain all the grounds and sports' fields, using motorised, powered and other equipment as directed by the Site Manager
- Accurately mark out sports fields, athletic tracks as directed and in accordance with the specification for summer/winter activities.
- Ensure, in winter especially, that access roads, pavements, steps and yards are safe for use at all times.
- Site supervisor support on a weekly basis as required.
- Carry out basic maintenance of all equipment, liaising with senior staff on major problems.
- Ensure adequate stocks of tools, equipment and materials necessary for the upkeep of the school grounds.
- Undertake weed control in accordance with local procedures and the use of chemicals.
- Follow risk assessments and procedures in place for safe working, alerting the Site Manager to any H&S issues.
- Ensure the security of grounds maintenance machinery, tools, equipment and stock.
- Undertaking cleaning on an ad hoc basis

Individuals in this role may also:

- Assist in the collection and disposal of all refuse to ensure the school buildings and grounds are free of litter and graffiti.
- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.
- Responsive to the needs of school with flexibility with start and finish times if required – for example winter gritting
- Keep records relating to vehicles, use of tools, plant and materials and visits to sites.
- Undertake general maintenance of the school premises, fixtures and fittings, for example gutters, paving slabs and other preventative works

In addition, other duties at no higher a responsibility level may be interchanged with / added to this list at any time.

Equal Opportunities—The school is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety—All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help the school to apply our general statement of health and safety policy.

Safeguarding Commitment—This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

September 2026



PERSON SPECIFICATION FORM POST TITLE: GROUNDSPERSON / SITE SUPERVISOR	Essential (E) or Desirable (D)	To be identified by: application form (F), interview (I), reference (R)
QUALIFICATIONS Mathematics Level 2 or equivalent (Grade 4 / Grade C or above) Appropriate Level 2 or 3 qualification in groundskeeping or similar area	D D	F F
EXPERIENCE Experience in undertaking manual outdoor work (e.g. gardening, construction) Experience in grounds maintenance / sports surface maintenance Experience in building or site maintenance	E D D	F F F
KNOWLEDGE AND SKILLS Able to communicate and liaise with colleagues Able to undertake demanding physical work Able to use powered tools and equipment relevant to the role Able to organise and prioritise work Able to work as part of a team and independently Honest and trustworthy Willing to work outdoors in all weathers Positive attitude towards young people Flexible attitude to work Aware of importance of health and safety at work	E E E E D E E E E	F/I/R F/I/R F/I/R F/I/R F/I/R F/I/R F/I/R F/I/R F/I/R
OTHER Willing to undertake training relevant to the role Willing to support the Christian ethos of the school Committed to undertake continued professional development Committed to safeguarding and protecting the welfare of children and young people	E E E E	F/I F/I F/I/R F/I/R