Pathfinder
Multi Academy Trust

Providing an excellent education from age 2 to 19

Site Supervisor

Archbishop Holgate's School, York

Required as soon as possible

Closing date: Thursday 15 October, 8.00am

Interviews week commending Monday 19 October

Archbishop Holgate's School
A Church of England Academy Founded 1546

At Archbishop Holgate's School, we are committed to ensuring that every student - regardless of background or circumstance - can thrive within a culture of high expectations, care, and achievement.

To make sure that the buildings and grounds are in proper working order, maintaining a safe and fit for purpose working environment for all users of the premises.

We believe that Archbishop Holgate's is 'no ordinary school' and is an excellent place to work, a view confirmed by excellent Ofsted and SIAMS inspections over the past two decades.

Our staff are friendly and supportive and our students are polite, hardworking and keen to succeed. As such, this post represents an exciting opportunity to join a very successful, high-achieving, forward looking and fully-subscribed Church of England comprehensive school.

Successful candidates will be fully supported to develop in the role, benefiting from bespoke CPD opportunities both at Archbishop's and as part of the Pathfinder Teaching School Hub. In addition, colleagues will benefit from being part of the Pathfinder Multi Academy Trust Career Pathway Programme, and through working with colleagues across other Trust schools, develop skills and share innovative teaching and learning practices.

Salary

Grade 5 (£11,201-£11,698 this is the pro rata salary)
Full Year, Part Time — 15hpw
(Weekday and/or weekend hours for the right candidate)

Reports to

Facilities Manager

How to apply

Completed application forms should be posted or emailed to jsissons@ahs.pmat.academy.

Archbishop Holgate's School
Hull Road, York
YO10 5ZA
T: 01904 411341
W: www.archbishopholgates.academy

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Come and see us

If you would like an informal discussion about the role or to arrange a visit to see the school, please contact Jacqui Sissons, Headteacher's PA, on **01904 411341** to make an appointment.

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About our School

Archbishop Holgate's School

A Church of England Academy Founded 1546

"I have come that they may have live, and have it to the full."

- John 10:10

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high-quality teaching and learning, and an inspiring curriculum, which are complemented by sporting and musical achievements and a wide, varied programme of extra -curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

*Christian **values** that underpin all we do*

*Outstanding pastoral **care** that sees each student as an individual*

*Maximum **achievement** for all students, at all levels*

Archbishop Holgate's celebrated some of its strongest GCSE and post-16 results in 2025 ranking it as the highest performing comprehensive school in North Yorkshire.

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About our School

Values, Care, Achievement

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop Holgate's they do so as well-rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and benefit the communities they belong to.

In 2026, the school was delighted to have achieved excellent SIAMS and Ofsted outcomes, building on its previous outstanding judgements over the last two decades.

At Key Stage 5, the Sixth Form has consistently performed in the top 5% of all Post 16 providers. The school also consistently performs significantly above the national averages for all groups of students at Key Stage 4. Over the past five years, the Progress 8 score has averaged almost +0.5 and over the same period disadvantaged students have, on average, performed as well as all students nationally.

Archbishop Holgate's regularly features within the top ten state schools in the north in the annual Sunday Times Parent Power Schools Guide.

"The Christian vision drives leaders' actions creating an aspirational and deeply inclusive culture. Through this, students and adults are known, loved and cherished as the unique individual they are. Consequently, they flourish."

SIAMS 2026

"The school values of 'justice, compassion, forgiveness and trust' are lived out by staff and pupils on a daily basis. Pupils and students achieve extremely well at the school. They are fully prepared for their next steps, both post-16 and post-18."

Ofsted 2026

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Job Description

Key Responsibilities

- To act as a keyholder and to be on the named persons list for access to school premises out of hours.
- To carry out repairs and maintenance work on the buildings and grounds, as directed by line manager.
- To carry out checks ensuring lighting, heating, hot water, toilets and drainage are working adequately at the appropriate times.
- To make sure the premises are clean and that rubbish is collected and taken away, and any graffiti is removed. Includes cleaning up when children are ill or have accidents.
- To maintain the grounds and remove litter. Includes salting and gritting and clearance of snow in adverse weather conditions.
- To be responsible for the security of the buildings and grounds e.g. monitoring of surveillance equipment and intruder alarms. Includes accepting deliveries and checking off receipt of goods. May be responsible for supervising contractors who are on site.
- To carry out security checks to the buildings and grounds. Unlocking and securing of buildings which may include room hire for non-school activities outside of normal school hours.
- To ensure the safe storage of equipment and supplies and the keeping of appropriate records.
- To make sure that all fire safety and health and safety regulations are adhered to e.g. testing of fire equipment and following the rules for evacuating the buildings and grounds.
- To arrange furniture and prepare rooms for examinations, meetings and activities and clear away afterwards.
- To act as a First Aider

SUPERVISION/MANAGEMENT OF PEOPLE

Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site.

CREATIVITY & INNOVATION

The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility.

CONTACTS & RELATIONSHIPS

Internal: Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters.

External: Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service.

Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.

DECISIONS – discretion & consequences

Discretion: Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols.

Consequences: Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the premises are available for hire if required which may provide additional income for the school.

RESOURCES – financial & equipment

Keyholder responsible for the proper use and safekeeping of school buildings

WORK ENVIRONMENT – work demands, physical demands, working conditions & work context

Work demands: The work is subject to change and interruption.

Physical demands: Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site.

Working conditions: Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings e.g. ladder work, boiler house, drains etc

Work context: May involve contact with potentially hazardous substances eg chemicals, hypodermic needles but training and protective equipment is given where appropriate.

KNOWLEDGE & SKILLS

The post holder needs a good level of practical skills in the following areas:

Buildings and grounds maintenance
Safe use of ladders and platforms
Manual handling techniques
Fire safety measures
Security issues (including re-programming alarms)
Safe use of power tools
Boiler maintenance
Locksmith techniques
Cleaning and maintenance of floor coverings and use of specialist equipment
Needs to have a good awareness and knowledge of:
Health & Safety legislation and the practical implications
Safe disposal of sharps
COSHH issues
Electrical safety
Waste disposal procedures
School protocols, policies and procedures

Additional notes:

- The postholder will be required to be flexible in their working hours to cover for absence and holidays of other site staff. The postholder will be required to work shifts to assist with lettings/undertake the opening and closing of the site.
- The annual leave entitlement for this post is 24 days, rising to 29 days on completion of 5 years' continuous service. In addition to the statutory public holidays.
- This post is to be based at Archbishop Holgate's School, although there may be a need to work at other premises operated by the Pathfinder MAT, in line with the needs of the organisation.
- The postholder may be required to attend the site out of hours to respond to security alarm activations.
- During school holiday periods, shifts may be condensed to facilitate tasks such as further maintenance, decorating and closure period cleaning.
- It is understood that in order to fulfil the duties outlined, additional hours will sometimes be required, by agreement with the postholder's line manager.
- To play a full part in the life of the school community, to support its distinctive values and ethos and to assist staff and students to be successful.
- To maintain and develop satisfactory working relationships with all visitors to the School.
- To comply with the School's Health and Safety policy and undertake risk assessments and checks as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to respect and be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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About our Trust

Providing an excellent education from age 2 to 19

Setting the course

Leading the way

Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools

- Acomb Primary School
- Applefields School York
- Archbishop Holgate's School – A Church of England Academy Founded 1546
- Badger Hill Primary School
- Barlow CE Primary School – Part of the White Rose Federation - One family, branching out together
- Burton Salmon CP School – Part of the White Rose Federation - One family, branching out together
- Chapel Haddlesey CE School – Part of the White Rose Federation - One family, branching out together
- Clifton with Rawcliffe
- Hempland Primary School
- Hensall Community Primary School – Part of the White Rose Federation - One family, branching out together
- Heworth Church of England Primary School
- Huntington Primary Academy
- Malton School – A Specialist Science School
- New Earswick Primary School
- Poppleton Road Primary School
- Rufforth Primary School – Inspire · Care · Grow
- St Barnabas Church of England Primary School
- St Lawrence's Church of England Primary School
- Tang Hall Primary School
- Welburn Community Primary School

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Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.

Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.

PATHFINDER LEADERSHIP ACADEMY

Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.

Pathfinder Teaching School Hub

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.

Pathfinder Education Partnership

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.

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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme
We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme
We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.

CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.

TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.

Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.

Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:

- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.