

Site Co-ordinator Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hello

We would like to thank you for your interest in the Site Co-Ordinator role within Sefton Council's Adult Education Team.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, bringing structure where it's needed, whilst remaining compliant through effective coordination of maintenance, contractors and facilities.

If you are someone who thrives in a fast-paced environment and enjoys new challenges, takes pride in coordinating site operations and delivering high-quality support, and demonstrates energy, adaptability, and a genuine commitment to making a positive difference, we would welcome your application

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finished reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we look forward to hearing from you.

Best of luck!



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.

- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

You will be responsible for ensuring the safe, efficient, and compliant operation of the Cambridge Road site, through effective coordination of maintenance, contractors, and facilities, providing a secure, well-maintained, and welcoming environment for all users.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.

- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **28th September 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **week beginning 5th October 2026**

Previous applicants need not apply

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Appendix A – Job Description and Person Specification

Post:**Directorate:** Economic Growth & Housing**Location:** Cambridge Rd Seaforth L21 1EZ**Division:** Adult Learning Services**Post:** Site Co-ordinator**Grade:** F £28,598 to £32,061**Reporting to:** Head of Service – Lisa Grimes**Purpose of the Role**

To maintain and oversee the general day-to-day management of the site, ensuring that all operational activities are carried out efficiently, safely, and in line with organisational standards and objectives. This includes coordinating staff and resources, monitoring site performance, and implementing procedures to maintain a high standard of service delivery. The role requires a proactive approach to identifying and resolving issues, maintaining compliance with relevant policies, health and safety regulations, and quality standards, while fostering a positive and productive working environment.

Additionally, the responsibility involves liaising with stakeholders, contractors, and team members to ensure effective communication and continuity of operations. Regular reporting, record-keeping, and evaluation of site processes are essential to support ongoing improvements and informed decision-making. Overall, the aim is to ensure the site operates smoothly, meets its targets, and provides a safe, organised, and well-managed environment for all users and staff.

MAIN DUTIES**Key Responsibilities****Facilities & Maintenance**

- Oversee the condition, maintenance, and repair of the building and grounds.
- Manage and prioritise maintenance requests, ensuring timely completion.
- Maintain a planned maintenance schedule and accurate records.
- Proactively identify and resolve building issues.

**Contractor Management**

- Coordinate all contractors on site to minimise disruption.
- Source quotes for the commissioning of work in line with procurement procedures.
- Monitor contractor performance, quality, and value for money.
- Liaise with Council departments on repairs and capital works.

Health, Safety & Compliance

- Ensure compliance with all statutory health and safety requirements.
- Complete and maintain building and outreach risk assessments for offsite learning activities.
- Maintain records of inspections, servicing, and compliance checks.
- Review and update operating and emergency procedures annually or when there is significant change.
- Coordinate fire safety, drills, equipment checks, and first aid provision.
- Conduct weekly and monthly classroom checks, to maintain quality standard of learning environment.

Security & Emergency Response

- Act as key holder and manage site opening and closing.
- Ensure building security, including alarms and access control.
- Respond to emergencies (e.g. fire, flood, security incidents).
- Maintain logs of tests, incidents, and callouts.

Utilities & Sustainability

- Oversee heating, lighting, and building systems.
- Monitor energy use and support sustainability objectives.
- Arrange servicing and maintenance of plant and equipment.
- Ensure safe operation and access into the grounds and building during adverse weather conditions.

Cleaning & Site Presentation

- Monitor cleaning standards across the site.
- Oversee cleaning contracts and supplies.
- Ensure external areas, waste, and drainage are maintained.

Operational Support

- Coordinate room setups for learning, events, and meetings.
- Manage deliveries and safe storage of resources, equipment and materials.
- Undertake and complete minor repairs where appropriate.
- Support the smooth delivery of community learning activity.

Team Management

- Line manage caretaking staff, allocating tasks and monitoring performance.
- Conduct regular supervision and work planning.
- Manage rotas to ensure site coverage.

**Customer & Community Focus**

- Provide a welcoming, accessible, and inclusive environment.
- Act as a key contact for staff, learners, contractors, and visitors.
- Support effective use of the building by 3rd part occupants, partners and community groups.

Finance & Administration

- Manage maintenance budgets and monitor expenditure.
- Ensure value for money in procurement and service delivery.
- Provide data and reports to management to support planning and performance.

General

- Undertake duties appropriate to the role and grade.
- Work flexibly, including evenings where required as per the term-time operational timetable.
- Attend, take part and represent the service at internal and external meetings appropriate to the role (e.g. SMT, Governance Steering Group and Health and Safety Sub-group Meeting).

SPECIAL CONDITIONS

- Occasional work outside normal hours may be required.
- A flexitime scheme is currently in operation.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

PERSON SPECIFICATION

Post: Site Co-ordinator

Department: Economic Growth and Housing

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
Literacy & numeracy & IT Skills at Level 2 or equivalent	E	A/Certificate
Level 3 Facility Operations qualification or equivalent	D	AF/I
NEBOSH or equivalent qualification	D	AF
Experience		
Experience of caretaking or premises management, building cleaning or building management	E	AF/I
Use of general cleaning equipment	D	AF/I
Experience of using DIY skills	E	AF/I
Experience of taking responsibility for the security of a building	E	AF/I
Knowledge of security systems	D	AF
Experience of completing risk assessments	E	AF
Experience of managing budgets	E	AF
Skills		
To be able to carry out general repairs without guidance	E	AF
Ability to lift and carry items	E	A/I
Ability to follow and comply with instructions on equipment and/or materials usage	E	AF/I
Willingness to work as part of a team	E	I
Ability to work to deadlines	E	AF/I

Ability to manage own work effectively	E	AF/I
Able to use own initiative	E	AF/I
Ability to carry out health and safety checks and maintain relevant records	E	AF/I
Ability to keep accurate records of assessments and remedial work completed	E	AF/I
Good communication skills	E	AF/I
Behaviours and Attributes		
A team worker who fosters partnerships, works collaboratively demonstrates and promotes openness, trust and respect	E	AF/I
Organised, methodical and conscientious	E	AF/I
Reliable, determined, efficient and flexible	E	AF
Respects confidentiality	E	AF/I
Other		
1. Are committed to the safeguarding of learners	E	AF/I
2. Driving licence and access to a car	E	A

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

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