



# Newfield

Inspire | Support | Achieve | Together



## CANDIDATE INFORMATION BROCHURE

This is a welcoming school where pupils are known and celebrated as individuals.

Ofsted 2024

## About our School

Our school is at the heart of the local community providing education, experiences and opportunities for children aged 4-19.

We consider ourselves one big happy Newfield Family. We believe what makes us unique is the expert way in which we create a needs-led provision matched to each pupil's key learning needs.

We pride ourselves on providing a set of learning experiences across a child's time with us which places the needs and the abilities of the learners at the heart of provision and planning. It is based on outcomes we want the pupils to achieve at each key stage of their learning journey.

We allow our children to lead the learning at each key step of their journey, and our common principle throughout is to think about how we can help them achieve the maximum independence and meaningful skills for life beyond the classroom across each stage of their learning journey and in preparation for adulthood.

We achieve this by applying the principle of never doing anything for a child that they can, could or should do for themselves.



Every day our pupils amaze us with what they achieve, and we ensure we set our expectations high for all of them. To us there is no such phrase as *'I can't'* - we just say *'You can't yet... so let's find a way together'*. As a result of this attitude our students make progress beyond expectations.

We believe the key to our success lies in the fantastic knowledge, passion and commitment of the experienced staff team. Nothing happens in isolation and everyone's contribution is valued. Our knowledge of each pupil's needs and focus on developing learning shines through all we do.

This team approach extends to our families and other agencies, so we can agree on the most effective ways to support our pupils to reach their potential. In its truest sense we work using a *team around the child and family approach*.

As the Headteacher I feel incredibly proud of what we achieve together. Our pupils are an inspiration to us all, and enrich our lives daily.



# Key Advert Information and Dates

## POST: Site Supervisor

<b>Closing Date for Applications</b>	Monday 8th June 2026 at 9am
<b>Post effective from</b>	As soon as possible

**Site Supervisor**  
**Grade D – SCP 5-8**  
**37 hours per week – Full Time**  
**£25,583 to £26,824 salary range**  
**£13.26 to £13.90 per hour**

Newfield School is an impressive, well-resourced special school situated in Blackburn, Lancashire providing high quality specialist education, care and therapy for children and young people aged 4 - 19 years with a wide range of learning difficulties including autism, PMLD, SLD, complex medical needs, sensory impairments and physical disabilities.

We are looking for an experienced, enthusiastic and committed site supervisor to work in our friendly, supportive and dedicated school, starting as soon as possible.

The successful candidate will support the Premises and Compliance Manager with the maintenance of the building and school grounds, enforce impeccable Health and Safety for all pupils, staff and visitors and ensure that they are able to work professionally within a school environment.

A job description and person specification for the role is attached, for your information.

The post is full time, working 37 hours per week, all year round as outlined below:

- 6.00am – 2.00pm Monday to Thursday and 6.00am – 1.30pm on a Friday. There will be a requirement at times to swap shifts within the team but prior notice will always be given.

Find out more about our school and download an application pack by visiting [www.newfield.org.uk](http://www.newfield.org.uk).

Completed application forms are returnable to [recruitment@newfield.blackburn.sch.uk](mailto:recruitment@newfield.blackburn.sch.uk) or to Newfield School, Old Bank Lane, Blackburn BB1 2PW

**Closing Date: Monday 8<sup>th</sup> June 2026 at 9am**  
**Selection Process: To be confirmed**

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory check supplied by the Disclosure and Barring Service. The check will include any cautions, reprimands or final warnings as well as convictions.

**Please note that incomplete applications will not be considered**



## Letter from the Headteacher

Dear Applicant,

Thank you for requesting an application pack and for your interest in joining Newfield School. I hope the information enclosed is helpful as you consider whether to apply for the post.

Newfield School is a forward-thinking and innovative special school with a strong commitment to meeting the needs of our children, young people and families. We are proud of the quality of our provision and of the dedicated staff team who work every day to ensure that pupils feel safe, understood and successful.

Our school continues to grow and develop, and we are ambitious for both our pupils and our staff. Working closely with children, families, governors and colleagues, we are committed to building a culture where high expectations, strong relationships and thoughtful practice come together to secure the very best outcomes for every child.

We believe that great schools are built by professionals who are reflective, resilient and committed to continual improvement. Wellbeing and professional development are therefore a strong feature of life at Newfield, and for successful applicants we offer:

- a comprehensive induction and training programme
- high-quality mentoring and tailored professional development opportunities
- a full induction package for Early Career Teachers
- a supportive and collaborative staff culture
- opportunities to develop expertise within a specialist setting



We are looking for colleagues who are motivated, committed and ready to contribute to the next stage of Newfield's journey. This is an exciting opportunity to join a school community that values teamwork, professional growth and a shared moral purpose.

You can find out more about our school and its work by visiting our website at [www.newfield.org.uk](http://www.newfield.org.uk). If, after reading the pack, you would like to speak to someone personally, please contact [recruitment@newfield.blackburn.sch.uk](mailto:recruitment@newfield.blackburn.sch.uk) and I will be happy to arrange a conversation.

If you feel that you would like to be part of this professional challenge and help us continue to shape a school where values are lived in practice every day, I would be delighted to hear from you.

Yours sincerely,

**Rachel Kay**  
Headteacher

*Newfield School is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff and volunteers to share this commitment. This commitment is reflected in our robust recruitment, Selection and Induction procedures.*



When applying for any role at Newfield School whether it's a casual role or a permanent one, you will need to provide two referee details.

Your first referee needs to be your current (or most recent) employer. The details we require are:

- The name of your current line manager or HR department
- A telephone number of the organisation
- An email address which contains the organisation's name rather than a personal email address. For example, john.smith@blackburn.gov.uk and not johnsmith87@yahoo.com
- If you are currently working in a school establishment then the Headteacher should be the referee

Your second referee can be another previous employer or a character referee. The details we require are:

- The name of your referee
- The referee's relationship to you
- The referee's telephone number
- Character referees should be someone who can talk about your personal qualities such as a coach, client, teacher, or colleague.

Some further notes regarding referees:

- If you have not worked previously then you can provide the details of your most recent place of education. As with employer referees we would expect the email address to contain the educator's name.
- You should speak to your referees prior to providing us with their details
- Once we have requested details from your referees we will chase them once, after that it is your responsibility to chase your referee to provide us with a reference.
- If no reference has been received, or unsatisfactory references have been received, Newfield School may revoke your offer of employment.



## Documents required for a Standard and Enhanced DBS check

Original documents must be produced and these must be checked by the organisation in the presence of the holder

There are three different options a person can provide documents:

**Option 1** – one document from group 1, and two documents from group 1, 2a or 2b.

If the applicant doesn't have any documents from group 1, then move onto option 2.

**Option 2** – one document from group 2a, and two documents from 2a or 2b.

If the applicant cannot fulfil the requirements from option 1 or option 2, then they must go to option 3.

**Option 3** – a UK birth certificate, and one document from group 2a, and three documents from 2a or 2b

## Documents required for a Standard and Enhanced DBS check

### Group 1 – Primary ID documents

Passport (any valid and current passport)

Biometric residence permit (UK only)

Current driving licence photocard (from UK, Isle of Man, Channel Islands & EU, either full or provisional)

Birth certificate (must have been issued within 12 months of birth in the UK, Isle of Man and Channel Islands and other authorised overseas UK territories for example HM Forces and diplomatic embassies)

Adoption certificate (from UK and Channel Islands)

### Group 2a – Government documents from trusted sources

Current driving licence photocard (from UK, Isle of Man, Channel Islands & EU, either full or provisional)

Current driving licence (from UK, Isle of Man, Channel Islands and EU, either full or provisional, paper version acceptable if it was issued prior to 1998)

Birth certificate (must have been issued within 12 months of birth in the UK, Isle of Man and Channel Islands and other authorised overseas UK territories for example HM Forces and diplomatic embassies)

Marriage or civil partnership certificate (from UK and Channel Islands)

HM Forces ID card (UK only)

Firearms licence (UK, Isle of Man, and Channel Islands)

## Documents required for a Standard and Enhanced DBS check

### Group 2b – Financial and/or local authority documents

Mortgage statement (UK or EEA within last 12 months)

Bank or building society statement (UK and Channel Islands or EEA within last 3 months)

Bank or building society account opening confirmation letter (UK within last 3 months)

Credit card statement (UK or EEA within last 3 months)

Financial statement (e.g. pension or endowment – UK within last 12 months)

P45 or P60 statement (UK and Channel Islands within last 12 months)

Council Tax statement (UK and Channel Islands within last 12 months)

Work permit or visa (UK – must be valid)

Letter of sponsorship from future employment provider (Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application)

Utility bill (UK, not a mobile telephone bill, within last 3 months)

Benefit statement (e.g. Child Benefit, Pension, UK, within last 3 months)

Central or local government, government agency, or local council document giving entitlement (e.g. from the Department for Work and Pensions, the Employment Service, HMRC UK and Channel Islands, within last 3 months)

EU National ID card (must be valid and in date)

Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands, must be valid)

Letter from head teacher or college principal UK (for 16 to 19 year olds in full time education. Only to be used in exceptional circumstances if other documents cannot be provided)



### What is a Right to Work document?

A right to work document approved by the Home Office falls into one of two primary categories:

**List A** - these documents are evidence that you have an unrestricted and permanent right to work in the UK.

**List B** - these documents are proof of a temporary or partially restricted right to work. These are split into two sub-groups to determine the point at which your new employer will need to recheck your proof of right to work, because of time restrictions on your permissions.

#### List A:

A full UK passport that confirms your British nationality.

A passport, national identity card or a Registration Certificate showing that you are a national of a European Economic Area (EEA) country or Switzerland.

A permanent residence card issued by the Home Office as a family member of an EEA or Swiss national.

Biometric Residence Permit indicating you have the right to stay indefinitely in the UK.

A passport showing you are exempt from immigration control.

Immigration Status Documentation issued by the Home Office, showing your right of abode or the ability to stay indefinitely in the UK - along with a document showing your National Insurance number and name.

Birth certificate or adoption certificate issued in the UK or the Channel Islands alongside a document showing your National Insurance number and name.

Certificate of registration of British citizenship.

#### List B:

##### Group 1:

A passport showing you're allowed to stay in the UK and carry out the type of work in question.

Biometric Residence Permit (see above).

A residence card issued by the Home Office, confirming you as a family member of an EEA or Swiss national, or who has a derivative right of residence.

Immigration Status Document containing an endorsement of your right to live and work in the UK, along with proof of National Insurance.

##### Group 2:

A Positive Verification Notice (PVN) issued by the Home Office, which indicates that you can stay in the UK and carry out the work in question.

A Certificate of Application that's less than six months old (along with a PVN).

Application Registration Card confirming you can take the employment in question (along with a PVN).

### What if I have an expired passport or can't provide the relevant documents?

There are exceptional circumstances where an employer may still offer you work if you're unable to produce the relevant documents at that particular time.

Employers can contact the Home Office Employer Checking Service to verify your right to work if you:

Are able to produce a Certificate of Application, an Application Registration Card (see List B - Group 2) or an application to extend or vary your permission to work in the UK before the expiry date.

Your employer will be given a Positive Verification Notice to confirm your right to work, but they must repeat the right to work check process after six months.

Checking EU, EEA, or Swiss citizens' right to work has not changed, even though the UK has now left the EU. Nationals can still use their passport or National Identity Card until 30th June 2021. From then on, new immigration rules will apply.

Employers should check current passports, visas or travel documents which haven't expired, where possible. However, if someone doesn't have a current passport then employers can accept expired documents as evidence of their right to work in the UK.