



Job Description

Post title	Site Supervisor
Academy	Haberdashers' Aske's Knights Academy
Grade	Scale 3, £20,339 - £21,842 35 hours per week, 52 weeks per year, 25 days holiday.

Summary of the overall purpose of the job

To ensure the provision of a safe, clean, warm, tidy and secure environment for students, staff and authorised visitors.

Key responsibilities and objectives of the job

Security

- To secure all buildings, offices and classrooms as required.
- To ensure all intruder alarms are properly operated.
- To control the use of keys around the site.
- To take reasonable steps to minimise loss of or damage to property on site.
- To ensure as far as possible that staff, contractors and other authorised persons are given assistance where necessary in terms of access around the site.
- To check that contractors and other authorised persons can be identified through the use of official badges issued from the school office.

Cleaning and Upkeep

- To maintain the appearance of all external areas, paths and roadways.
- To complete a general clean of occupied areas on completion of any supervised meetings or lettings.
- To manage and control on-site waste, other refuse and oversee skip hire.
- To ensure appropriate action is taken to keep drains, gullies, w.c. pans, cisterns, urinals and sinks free from blockage and properly maintained.
- To clean up and dispose any spillage and all forms of bodily waste as soon as possible and in accordance with Health & Safety guidelines.
- To regularly check and report where necessary the condition of all windows, doors, lights, clocks, pictures, noticeboards and other fittings.

Energy, Heating and Ventilation

- To ensure that all equipment faults are reported to the appropriate person.
- To operate heating and other systems for supervised lettings.
- To ensure that arrangements are made to minimise the effects of any heating and lighting failures, pending their proper repair.
- To replace lamps, tubes and other light fittings, where possible, when failure occurs.

- To replace or reset fuses as necessary.

Safety

- To ensure that all work areas, particularly those associated with fire escape routes, are kept free from obstructions.
- To ensure that all items of fire-fighting equipment are located in appropriate positions and to inform the appropriate person when this equipment has been either used or damaged.
- To ensure that snow and ice is cleared in order to maintain entrance, exit and walkways to all buildings for pedestrians, essential delivery or emergency vehicles.

Deliveries, Maintenance and Other Site Duties

- To ensure that goods and materials are properly received, checked against delivery notes and delivered to their place of use or storage as soon as possible.
- To undertake and assist with all areas of general maintenance and repairs throughout the site, whilst ensuring attention is paid to health & safety at all times.
- To undertake and assist in any specialist works throughout the site providing the appropriate qualifications and permissions for these operations are current and in place.
- To complete all administrative work as directed, including risk assessments, accident and incident reports, maintenance and servicing reports and any other statutory, health and safety documentation as required during the execution of your duties.
- To receive, distribute and relocate furniture and equipment around the site where necessary and when requested.
- To notify the appropriate person upon discovery of pest and vermin within the boundaries of the site.
- To be available for overtime as and when required and with the appropriate advance notice.

Other Responsibilities:

- To be available for evening or weekend events taking place at the school sites
- To respect, support and actively promote the vision and ethos of the Federation.
- To act as a positive representative of and ambassador for the Federation in its contacts with outside bodies and organisations.
- All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our students and other service users. This includes complying at all times with the Haberdashers' Aske's Federation Trust Health & Safety policies and procedures.
- To undertake any duties as required within the grading and remit of the post and to actively assist to cover for staff sickness or other absences as required by the line manager, which could involve cost site working.
- This job description will be subject to reasonable review.

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Person specification

Criteria
Education/qualification and training
<ul style="list-style-type: none"> • A health and safety qualification e.g. IOSH, would be desirable, but not essential.
Knowledge/skills
<ul style="list-style-type: none"> • Good written and oral communications skills. Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
<ul style="list-style-type: none"> • Time Management and prioritisation of workload abilities.
<ul style="list-style-type: none"> • Ability to multi-task and to remain cool under pressure
<ul style="list-style-type: none"> • Ability to work without direct supervision and lead a team
Experience
<ul style="list-style-type: none"> • Experience of working with site staff to achieve effective operation of facilities
<ul style="list-style-type: none"> • Experience of working on building projects – preferably in an education environment
<ul style="list-style-type: none"> • Previous experience of caretaker role or site support role concerning cleaning and facilities operations
<ul style="list-style-type: none"> • Practical/handyperson skills that enable the post-holder to undertake general building maintenance, minor repairs
Personal characteristics/other requirements
<ul style="list-style-type: none"> • Commitment to personal and professional development.
<ul style="list-style-type: none"> • Self-motivated, self-disciplined and enthusiastic