



JOB DESCRIPTION

1. **Job Title:** Site Supervisor (North Town Primary School)
2. **Grade:** Grade 13 Point 11 (£21,748)
3. **Hours:** 37 hours per week, All Year Round (Normal working hours 07:30 – 15:30 Mon – Thu, 07:30-15:00 Fri) Due to the nature of the position, flexibility in hours will sometimes be required.
4. **Responsible to:** Richard Huish Trust Estates Manager (Overall)
Head Teacher (day to day)
5. **Purpose of the Post:** Responsible for the maintenance and security of the whole school site and to ensure the school complies with all current legislation relating to site safety and management.
6. **Main duties:**
The post holder will be responsible for
 - Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that arise.
 - To ensure the school's planned preventative maintenance is up to date, arranging contractors to complete tasks and dealing with any issues arising from inspections.
 - To maintain up to date records for facilities management in line with relevant acts, regulations, and directives, including risk management systems.
 - Undertaking minor repairs to fixtures and fittings.
 - Ensuring all equipment is maintained to the required standard.
 - Grounds maintenance, including keeping paths and entrances free of ice and snow to ensure the safety of children, parents', staff, and visitors and that the grounds are kept free of weeds, leaves and other general rubbish on a daily basis
 - Assisting with the organisation of school refurbishments.
 - Porterage around the school.
 - General grounds and building improvements.
 - Ensure that the school is cleaned to the agreed specification, including the cleaning and disposal of bodily fluids
 - Support cleaning staff during times of staff shortage and carry out cleaning duties as required when cleaning staff are not on duty.
 - Liaise with cleaners and report on failures to meet required cleaning standards to the line manager.
 - Oversee the opening and closing of the school including all appropriate gates, windows, doors and fire escapes for the purpose of school use.
 - Liaise with emergency services and alarm monitoring stations.
 - Be a named key holder in the event of any emergency and attend callouts as required.
 - Monitoring the premises for any hazards, carrying out repairs or reporting problems, where necessary.

- Ensuring that all stakeholders adhere to the Trust's Health and Safety Policies and Procedures.
- Carry out a Health & Safety induction for all new staff and provide guidance and support on such issues
- Politely and professionally deal with enquires from all Trust stakeholders
- Carrying out any other duty, that is considered reasonable, by the RHT Estates Manager or Head Teacher.

7. Knowledge/Qualifications and Skills Required

- Experience that supports maintenance of an aspect of buildings or premises.
 - Knowledge and understanding of relevant policies/codes of practice – health and safety, COSHH guidelines.
 - Ability to use a range of tools and equipment, ensuring safe handling and storage.
 - A high degree of responsibility and professionalism in their work.
 - Ability to use own initiative.
 - Excellent self-management skills.
 - High level of personal integrity and a flexible approach to the role.
 - Highly motivated with high expectations, a positive attitude, and a good sense of humour.
8. To take responsibility for your own professional development and participate in the Trust Performance Review and Development Scheme.
 9. To take responsibility for safeguarding and promoting the welfare of all students that you encounter.
 10. To contribute to the promotion of equality and individuality of all users of the Trust.
 11. This job description may be re-negotiated at the request of either the post holder or the CEO of the Trust.



PERSON SPECIFICATION

Role: Site Supervisor

The Richard Huish Academy Trust is committed to Safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a Site Supervisor, RHT Academy Trust will be looking for a candidate who closely matches the following:

Qualifications and Training	Essential	Desirable
Good numeracy and literacy skills (GCSE equivalent)	✓	
Recognised building trade qualification or apprenticeship		✓
Experience of working in a school or college		✓
Previous caretaking experience	✓	
Willing to undertake a range of training	✓	
Competence summary (knowledge, skills, abilities, experience)		
Minimum of 2 years' experience of maintenance work in a professional capacity	✓	
Knowledge of health and safety regulations in relation to the post	✓	
DIY skills necessary to undertake general building maintenance, minor repairs and portering duties	✓	
Physical fitness appropriate to the tasks in the job description	✓	
Competent driver with a full driving license.	✓	
Other requirements		
Initiative and ability to prioritise your own work	✓	
Able to follow instructions, organise and prioritise workload and communicate with all members of the school community	✓	
A willingness to be helpful and support the school staff and pupils in practical ways	✓	
Able to work flexibly to meet deadlines and respond to unplanned situations	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and its vision	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	

