## 

## Job Description

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| **Job Title:** | Site Supervisor |
| **Grade:** |  |
| **Academy/Team:** | The post holder will be required to move between multiple sites to ensure that operational needs are met. |
| **Reporting to:** | Premises Manager / Senior Leadership Team |
| **Direct Reports:** | None |

**Purpose of Job:**

To have responsibility for the day to day premises related functions, including buildings and grounds maintenance, security, lettings, cleaning and liaising with contractors.

To ensure that the academy gives a positive first impression to all users of the academy site and that pupils, staff, visitors and contractors can work in it effectively and safely working with the Premises manager to ensure compliance with legislation and guidance.

**Specific Responsibilities**

**Buildings and Grounds Maintenance:**

* Ensure that all plant and equipment are available and working effectively.
* Ensure that general maintenance and remedial works are carried out by MAT approved contractors and records are maintained.
* Ensure that the grounds and buildings are clean, free of hazards and maintained correctly.
* Ensure that buildings fabric and services are maintained in accordance with a planned maintenance schedule and that the asset register is maintained.
* Ensure that all refuse is disposed of promptly and in accordance with legislation.
* Maintain records of servicing, maintenance (PPM) & actively work with the Premises manager / Senior Leadership Team to ensure iAM compliant property software is up to date.
* Ensure that appropriate levels of spares are in stock, ordering as required and checking receipts against order are regularly recorded on the MAT ordering system

**Cleaning:**

* Ensuring safe use and storage of caretaking and cleaning supplies in accordance with COSHH regulations.
* Ensure that all areas of the building are clean and ready for use and reporting any concerns to the Premises Manager to liaise with the cleaning contractors.
* Ensure that any spillages are mopped up and that any bodily fluids and other soiling are cleaned up as soon as practical.
* Ensure prompt removal of any internal and external graffiti.

**Security:**

* Opening and closing of the academy daily at agreed times with the Premises Manager / Senior Leadership Team
* Be a key holder for the academy site and control the allocation of users for the routine and non-routine use.
* The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

**Health and Safety:**

* Act upon any health and safety concerns including the removal of unsafe equipment and report this to the premises manager / Senior Leadership Team
* Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
* Ensure MAT Risk assessments are being followed as per our H&S partnership organisation and where appropriate carry out dynamic risk assessments in any situation when appropriate
* Advise the Premises Manager of any changes that are required to generic risk assessments and management plans.
* Supervise contractors while working on the academy site operating a safe working environment.
* Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
* Provide safe access to site during periods of inclement weather and emergency situations.

**General:**

* Ensure that classrooms, assembly hall, dining areas, sports hall are set up as required for teaching, assemblies, performances, open days, examinations and any other event.
* Provide support for staff in terms of moving deliveries, equipment and resources as required.
* Supervise lettings at evenings and weekends on a rotating shift.
* Undertake general handyperson duties (to include painting and decorating, minor repairs to fixtures and fittings) and any ad hoc non-technical requests;
* Undertake daily premises inspections (to include lighting, heating, fire extinguishers, safety system checks, Playground area) against a set checklist and reporting the findings to the Premises Manager.
* Be responsible for all equipment and hand tools provided ensuring that they are kept secure, maintained and replaced as appropriate;
* To undertake training and development relevant to the post and in line with the academy’s training programme including acting as a fire warden.
* Support other schools within the MAT in discussion with the Head Teacher.
* To undertake any other duties as directed by the Premises Manager / Senior Leadership Team.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust’s Equal Opportunities, Data Protection and Statutory obligations in respect of safeguarding children.

**Person Specification**

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**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

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| **Criteria** | **Method of Assessment** | **Essential/ Desirable** |
| **Knowledge & Experience** |  |  |
| Experience of working in a similar role in a busy environment, working across multiple sites.  Manual Handling experience, with an understanding of good practice principles.  Knowledge and understanding of Safety awareness.  Understanding of how to dynamically risk assess jobs and make use of PPE where appropriate.  Experience of Fire Safety training / marshalling.  IT Literate | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I | E  E  E  E  D  E |
| **Skills and Abilities** |  |  |
| Excellent interpersonal skills, with the ability to communicate effectively at all levels.  Proven ability to effectively plan, prioritise and organise work to achieve objectives on time.  Ability to work proactively and use initiative to resolve day-to-day problems.  An enthusiastic and flexible approach to work.  A strong team-player with the ability to work individually. | AF/I  AF/I  AF/I  AF/I  AF/I | E  E  E  E  E |
| **General** |  |  |
| Commitment to the highest standards of child protection and safeguarding.  Understanding of and commitment to the Trust’s equal opportunities policies and ability to put into practice in the context of this post.  Understanding of and commitment to the Trust’s obligations in respect of the General Data Protection Regulations (GDPR) 2018. | AF/I  AF/I  AF/I | E |