| **Job title:** | Site Supervisor |
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| **Reports to (job title):** | Operations Manager |
| **Hours of work:** | 37 hours per week, all year round |
| **Grade:** | Grade D (SCP 7 - 11) |
| **Location:** | Roseacre Primary Academy, Blackpool |

| **Main Purpose / Responsibility** |
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| To make a full contribution to the core ethos and aims of academies within AtC.  To contribute to the smooth running of the school by caring out a range of caretaking duties to the agreed quality standards. |

| **Main Duties** |
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| **Security**   * Act as keyholder and carrying out security procedures for the building and grounds. * Providing access, where possible, to the premises and classrooms in the event of adverse weather or similar emergency situations.   **Caretaking and Maintenance**   * Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder. * Monitoring the standards of cleanliness of the premises and reporting any faults to the Operations Manager. * Ensuring that all areas of the site are free from litter and that all drains and gullies are free-flowing and clean. * Take delivery of stores, materials and other goods, conveying them to their points of distribution. * Ensuring that adequate supplies of cleaning materials and other supplies are available. * Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. * Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as soon as possible. * Carrying out routine procedures or checks on ancillary equipment (eg. water checks, fire alarms) * Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.   **Other**   * Undertaking letting and related duties as appropriate * Preparing the school premises and site for out of school activities * Any other duties commensurate with the role. |

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the Trust. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.