



## **Site Supervisor**

### **Job Description**

<b>Salary scale:</b>	Fulwood 011 (£18,737 Per Annum Actual)
<b>Hours:</b>	Full Time, Full Year (7:00am – 3:00pm) (2:30pm Fri) with a willingness to work outside of contracted hours for parents evenings, lettings etc
<b>Permanent / Temporary:</b>	Permanent
<b>Responsible to:</b>	Senior Site Supervisor
<b>Job purpose:</b>	Under the supervision and with guidance from the Senior Site Supervisor, contribute to the smooth running of the Academy by carrying out a range of cleaning and caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment.
<b>Managing:</b>	None

### **Key Responsibilities**

#### **Security and Supervision**

- Act as keyholder and carrying out security procedures for the buildings and grounds.
- The routine and non-routine opening and closure of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors.
- Monitoring and ensuring the cleanliness of the Academy premises and furnishings.

#### **Caretaking and maintenance**

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out Academy based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- Basic plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
- redecoration as appropriate;

- plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
- fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
- glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level or glass covered by safety glazing regulations.
- Window cleaning, compliant with Work at Height Regulations as required.
- Removal of litter, leaves, graffiti, etc. from site, lighting, unblocking drains, gutters, etc.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the Academy premises and site for out of Academy activities and clearing up after these activities.
- To assist the Academy Manager and Senior Site Supervisor in the promotion of the Academy premises to the outside community.

#### **Other duties**

- Testing portable electrical equipment if trained and accredited to do so.
- To assist with the maintenance of Inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- To assist the Senior Site Supervisor in the management of the school minibus(s) and lettings diaries.
- Undertaking appropriate Minibus driver training and also drive the minibus for trips and visits where required
- To assist with monitoring energy consumption, through the Buildings Management System
- Setup of effective systems for recycling waste.

#### **Health & Safety**

- To assist in ensuring the implementation and compliance with appropriate Codes of Practice throughout the Academy (in relation to premises and caretaking/cleaning issues) in liaison with the Senior Site Supervisor and the Health and Safety Committee for the Academy.
- To assist in monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Senior Site Supervisor and Health and Safety Committee for the School.
- To support the Health & Safety Officer (Senior Site Supervisor) for site-related matters, with appropriate training.

#### **General Academy**

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

## **Support Staff**

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

## **Personal qualities for all staff**

Fulwood Academy is on a journey of rapid change. Sharing our vision, *Working as a TEAM in the pursuit of excellence for all*, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our four core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

## **Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

## **Safeguarding Commitment**

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

### Site Supervisor

Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• MIDAS (or willingness to achieve driving qualification)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Literacy and Numeracy skills equivalent to Level 1 of the National Qualification &amp; Credit Framework</li> <li>▪ Other relevant training/qualification ie Site Supervisor, Health &amp; Safety, First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ General maintenance experience</li> <li>▪ Handy person/DIY to undertake general building maintenance and minor repairs</li> <li>▪ Experience of completing straightforward paperwork and maintaining records</li> <li>▪ Routine procedures and checks eg fire safety, water management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of caretaking in a school or similar environment</li> <li>▪ Experience of using a Building Management System</li> <li>▪ Experience of cleaning in a school or similar environment</li> <li>▪ Experience of using a variety of cleaning equipment and hand power tools eg buffing machines and drills etc</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Working knowledge of health and safety procedures and regulations, eg COSHH, including moving, lifting and handling regulations; fire and water management regulations</li> <li>▪ Knowledge of cleaning procedures required to meet specified standards</li> <li>▪ Understand and recognise the importance of ensuring a secure and safe environment</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▪ Trustworthy</li> <li>▪ Ability to communicate well with adults and children</li> <li>▪ Problem solving skills and can use judgement to interpret information and make recommendations/decisions for action</li> <li>▪ Organisational skills to priorities work, to work to deadlines and work on own initiative</li> <li>▪ Basic ICT skills to enter data into a computer and keep straightforward</li> </ul>	

	<ul style="list-style-type: none"> <li>records</li> <li>▪ Ability to respond calmly to emergencies</li> <li>▪ Ability to supervise staff and manage work programmes</li> <li>▪ Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)</li> <li>▪ Ability to drive and organise minibus timetables</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ To be a main key holder on occasions and attend to “call outs” outside normal working hours when required</li> <li>▪ Committed to safeguarding and promoting the welfare of children and young people and stakeholders</li> <li>▪ Commitment to equal opportunities and inclusion</li> <li>▪ Commitment to Equality &amp; Diversity</li> <li>▪ Commitment to Health &amp; Safety</li> <li>▪ Commitment to attendance at work</li> <li>▪ Willingness to work outside of contracted hours (e.g. parents evenings, lettings etc)</li> </ul>	