

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Site Supervisor	<b><u>Grade:</u></b> C (points 4-6)
<b><u>Role Profile:</u></b> Facilities Support	
<b><u>Overall Purpose of Job:</u></b>  As a Site Supervisor, you will provide general maintenance, cleaning, and security services for the Academy, ensuring all checks are appropriately logged on the Trust's electronic reporting system.	
<b><u>Category of Academy/School:</u></b>  <div style="display: flex; justify-content: space-between;"> <span>Age range:</span> <span>Primary or Alternative Provision</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Multiple sites:</span> <span>No</span> </div>	
<b><u>MAIN RESPONSIBILITIES</u></b>  <ol style="list-style-type: none"> <li>1. You will open and lock the academy premises, including during academy holiday periods and after lettings during term time.</li> <li>2. You will ensure all tools, equipment and materials are stored safely and securely at all times.</li> <li>3. You will set and test the security and fire alarm systems.</li> <li>4. You will check overall security of the site, including buildings and boundaries.</li> <li>5. You will respond to a call out as a result of the alarm system being activated.</li> <li>6. You will contribute to the operation of the heating plant and light systems.</li> <li>7. You will contribute to safety processes and cleansing operations, including regular checks of equipment.</li> <li>8. You will read meters as necessary and maintain approved records.</li> <li>9. You will undertake general maintenance and repairs (e.g., fixing locks, window catches, toilet seats etc) as well as general painting.</li> <li>10. You will regularly inspect the academy site to carry out minor repairs, maintain in associated records.</li> <li>11. You will be aware of the provisions of any health and safety regulation in force and bring matters of concern to the attention of the line manager.</li> <li>12. You will contribute to the daily maintenance of hard-core surfaces and other areas, to include keeping paths, access points and entrances clear and accessible in all weathers to ensure safe passage.</li> <li>13. You will ensure the academy is clear of litter and contribute to the tidying of paths, drives, car parks and other hard surfaces within the site grounds as required.</li> <li>14. You will undertake cleaning duties as required and ensure adequate cleaning supplies are in stock.</li> <li>15. You will set up the hall for assemblies, performances, other functions/meetings, as required.</li> <li>16. You will undertake general gardening duties around the site such as weeding, planting and hedge trimming.</li> <li>17. You will collect and assemble waste for collection.</li> <li>18. You will work unsupervised as required in accordance with working patterns.</li> <li>19. You will ensure all required routine and ad-hoc checks are logged appropriately using the Trust's electronic system (e.g., Every) and report any issues/concerns to your Line Manager without delay.</li> <li>20. If appropriate, and as and when needed, you will be required to support the academy by driving the minibus to safely transport students to and from the academy (with appropriate driving licence).</li> </ol> <b><u>General</u></b>  <ol style="list-style-type: none"> <li>21. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay</li> <li>22. You will participate in training and other learning activities and performance development as required.</li> </ol>	

23. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
24. You will ensure strict confidentiality in all areas of work.
25. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
26. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
27. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
28. You will always comply with the Trust's policies and procedures.
29. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

### **Essential**

- A good standard of education in both English and Maths (C)
- Commitment to and a clear understanding of health and safety (A/I)
- Experience of working to COSHH regulations (I/R)
- Experience in a general maintenance role (A/I/R)
- Good knowledge of moving and handling techniques (A/I)
- Good ICT skills and a willingness to develop ICT knowledge and skills (I/R)
- Awareness and understanding of basic safety and security measures (A/I/R)
- Excellent organisational skills, including planning and time management (A/I/R)
- Flexibility and the ability to work calmly and quickly under occasional pressure (A/I/R)
- Resourcefulness and the ability to multitask and prioritise (A/I/R)
- Ability to work well as part of a team (A/R)
- A passion for quality, coupled with integrity and optimism (A/I)
- Strong interpersonal, written, and oral communication skills, with the ability to deal confidently with a wide range of people (A/I/R)
- Ability to relate well to children and adults (A/I/R)
- Strong DIY skills (A/R)
- Commitment to the ethos of the academy/Trust (A/I)
- Flexibility of approach, adapting to workloads and staffing levels (A/I/R)
- Flexibility of working hours to meet the needs of the academy (I/R)
- Personal resilience in a busy workplace (A/R)
- Common sense (A/I/R)
- Approachability with a sense of humour and proportion (A/I/R)
- Where minibuss driving is required, you must have a full UK driving licence with D1 category (A/C)

### **Desirable**

- Experience of working in a caretaking role in a school or similar environment (A/I/R)
- Emergency First Aid or First Aid at Work qualification (C)
- Experience of working with education staff and school aged children (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

## **BEHAVIOURS**

- Trustworthy
- Honest
- Flexible
- Punctual
- Reliable
- Proactive
- Uses initiative

- Clearly communicates
- Resilient
- Positive

### **CONTACTS AND RELATIONSHIPS**

**Managers** - in daily contact with senior leaders/Principal within the academy

**Support Staff** – in daily contact with support staff who are involved in finance, administration, cleaning, catering, site supervision and health and safety.

**Trust Staff** – in regular contact with Trust staff within facilities and health and safety.

**External** – in regular contact with suppliers, contractors, utility providers, emergency services as required

**Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check and barred list check.