

Job Description Site Supervisor

Job Title	Site Supervisor
Salary	Grade 6
Reporting to	Business Director
Location	Stratford, Newham, London
Type of position	Full time
Hours	Normal working hours for this role are 37.5 hours a week (0.5 hour unpaid lunch).
Child Protection	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Job purpose

To ensure the safety and maintenance of the London Academy of Excellence building and grounds. Ensuring the building is fit for purpose and assist the Leadership team with compliance and safety of the school.

Duties and Responsibilities:

Repairs and Maintenance

- To be responsible for the maintenance and upkeep of the premise, the buildings (including their non-curricular contents), and the grounds, including determining whether repairs/maintenance should be undertaken directly or by contract services.
- To ensure that the building and ground are Health and Safety compliance ensuring regular checks are carried out timely and in accordance with guidance.
- To monitor and review all premises and cleaning contracts and services ensuring that contract specification is achieved, and that any errors or omissions are rectified.
- To be responsible for ensuring the safe and efficient operation of mechanical, electrical, heating and water services on the premises,

including lifts, and to ensure safe levels of lighting, heating and ventilation are maintained.

- To carry out a wide range of basic handyman duties using various skills e.g. carpentry, plumbing, glazing, etc.
- To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas.

Security

- To be responsible for the overall security arrangements of the premises including periodic reviews of site security with recommendations to the Business Director.
- To maintain a keyholding system for the school, and to arrange for access to the site by authorised persons, including to ensure that authorised staff are trained on the alarm setting of the building.
- Attend call out on a rota basis as and when required.

Health and Safety

- To be responsible for maintaining the premises in a safe and healthy condition, including the maintenance of fire, safety, first aid and emergency equipment, as well as the safe storage of potentially harmful materials, within the competence of the postholder.
- To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.
- To complete daily, weekly and termly Health and Safety checks as required.
- Undertake written risk assessments or COSHH assessments as necessary or to ensure that these are received from contracted services.

Lettings

- To ensure that appropriate arrangements are made, and records maintained for authorised users of the site facilities and buildings.

Building Works

- To ensure that building works are carried out with compliance considering health and safety requirements.
- To maintain the asbestos register ensuring all relevant contractors have viewed and signed the document.
- To receive and distribute deliveries quickly.

Administration and Finance

- To work on own initiative, particularly during school holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site, and to prioritise the daily workload.
- To be responsible for a budget and the ordering of stock, checking of invoices, monitoring of budgets, preparation of estimates and stock checks.
- To use computerised systems in accordance with agreed procedures.
- To ensure adequate site cover for the premises at all times.

The role has the following additional responsibilities, in common with all staff at LAE:

- contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
- ensuring that all sixth formers observe LAE policies relating to dress, behaviour and other matters, and that they take proper care of LAE's environment and resources;
- contributing, as far as reasonably practicable, to the programme of extra-curricular activities ("ECAS"), which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);
- prioritising at all times the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies;
- attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- providing cover for absent colleagues, and participating in arrangements for sixth formers' supervision during public examinations;
- participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
- maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Recognise own strengths and areas of expertise and use these to advise and support others.
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered.
- fulfilling any other reasonable duties, as requested by the Headteacher, Business Director or Deputy Heads.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties, which are broadly in line with the above responsibilities.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher and Business Director to ensure the efficient and effective operation of LAE.

Person specification

Essential professional criteria	How these will be confirmed
Be educated to a good standard including basic literacy and numeracy skills.	Sight of original exam certificates / qualifications will be requested. There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these qualities in addition to your application statement.
Previous experience of site supervision in a similar role.	
Ability to carry out maintenance.	
Competent IT user	
Experience & understanding of site issues.	
Experience & understanding of security issues.	
Ability to communicate in a professional, effective and courteous manner.	
Ability to work independently and make sound judgement.	
Be self-motivated and enthusiastic about working on one's own, but also enjoy working in a team.	
Awareness and understanding of the safeguarding of young people.	Interview questions will explore applicants' attitudes and knowledge of this. Referees will also be asked about this. Any relevant issues arising will be discussed. Applicants may be asked about <ul style="list-style-type: none"> • their motivation for working with young people; • their ability to maintain appropriate relationships with young people; • their attitudes to the use of authority and maintaining discipline; • their emotional resilience in working with challenging behaviours.
Desirable professional criteria	How these will be confirmed
Experience of working in a school.	Confirmation of former relevant employment will be requested. There will be opportunities at interview to discuss experiences and examples that demonstrate these.
Previous experience in a similar role.	