

# Job Description

**POST TITLE:** Site Supervisor

**GRADE:** GRADE 7, POINTS 12-19

**RESPONSIBLE TO:** SITE MANAGER

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## INTRODUCTION

The Site Supervisor is to be responsible for the day to day control of the cleanliness, heating, lighting and security of all the school buildings. The Site Supervisor will also be responsible for maintaining a safe environment for children, staff and other users of school premises.

## MAIN RESPONSIBILITIES

### Management

- In conjunction with the Site Manager, monitor, report and, wherever possible, repair any defects in the school buildings, contents and equipment.
- Maintaining health and safety records, updating and responding to items identified by staff.
- Produce a Termly report for the Site Manager re: Health and Safety issues and Building Maintenance.
- In conjunction with the Site Manager, be responsible for the monitoring of the work of contractors working on site, including quality assurance of contractor work.
- In the absence of Site Manager, organise and lead site team meetings.
- Oversight of the Building Maintenance Budget, including responsibility for ordering items necessary to carry out repairs.
- Deputise for Site Manager in their absence
- Responsible for the daily unlocking and securing of site depending on shift.

## **Site Security and Safety**

- To be responsible for the overall security of the school premises and site including the locking of all windows and doors, the drawing of windows and blinds and the locking of external gates.
- Open and close the school for evening use as necessary.
- Un-setting and setting of school alarm system when necessary.
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company.
- Checking and securing the school premises subsequent to out of hour's intruder alarm activation.
- Register as main Key Holder and be first point of contact in an emergency callout situation.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.
- Take responsibility for the Paxton Mag-Lock system.
- Take responsibility for the CCTV camera system throughout the site.

## **General Duties**

- General maintenance and minor repair work including but not limited to: doors, windows, toilet seats and flushes, furniture, tap washers, painting and redecoration.
- Upkeep and general care of school.
- Preparing bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- General portage duties and moving furniture.
- To carry out, out of hours lettings as required - opening, closing and general duties.
- Preparation of Hall for functions as required.
- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
- Monitor fuel levels of site vehicles and order supplies as necessary.
- Conduct daily general risk assessments, including ensuring all fire escape routes are clear.
- Test fire alarms weekly and ensure the fire log book is kept up to date.
- Report any major defects of building, fittings and equipment to the Site Manager.

## **Grounds Maintenance**

- Checks of roofs/ paths and playground for pooling, loose tiles, plant growth, debris etc.
- Ensure roller shutters, soffits, external doors and external lights are clean
- Ensure all hard surfaces are free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Ensure paths, entrances are free of ice and snow to ensure the safety of children, parents, staff and visitors.
- Liaise with grounds maintenance to ensure the grounds are left clean tidy and safe.

## **Heating, Lighting and Water**

- To monitor fuel where necessary
- Monitoring and setting of heating controls and boilers.
- Ensure that the boiler house is tidy and that no flammable material is stored there.
- The switching off of all lights and appropriate electric plug sockets at the end of each day.
- Ensure that all lights and heating are working effectively.
- Turning off and on of auto-flushing units each evening and morning respectively during school time and holiday periods.
- Read Gas, Electric and Water meters as required.
- Liaise with legionella checking and PAT testing contractors.

- Be aware of the location of all stopcocks, gas and electricity meters and take meter readings as required.
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes.

### **General**

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

### **STAFF CONDUCT**

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

### **DRESS CODE**

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust

## PERSON SPECIFICATION – Site Officer

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Basic literacy and numeracy qualification	*	
Possess a driving licence and has access to own vehicle for travel between sites as and when required	*	
Possesses a licence to use scissor lifts, mobile platforms or is willing to train to receive one	*	
Possesses a PAT testing certification or must be willing to train to achieve one	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
NVQ Level 2 or equivalent qualification in a relevant discipline		*
<b>EXPERIENCE</b>		
Handyperson experience	*	
Caretaking or site keeping experience		*
Experience supervising a team		*
Relevant maintenance experience e.g. joinery, electrical, plumbing		*
Working within an educational setting		*
<b>PROFESSIONAL SKILLS</b>		
Ability to act as a professional representative of the Trust with all stakeholders	*	
Ability to carry out procedures, routines and follow instructions, reporting back issues encountered	*	
Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance	*	
Ability to prioritise and work under conflicting demands effectively	*	
Ability to respond to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Understand when to escalate an issue to the line manager	*	
Ability to self-evaluate learning needs and actively seek learning opportunities	*	
Ability to work on own initiative	*	
Have a good understanding of administrative systems and the need to maintain records	*	
Have minor maintenance skills e.g. plumbing, electrical, glazing and carpentry to make safe and carry out small repairs	*	
Literacy skills to complete forms and orders, write instructions and communicate effectively via helpdesk and e-mail	*	
Understand basic administrative systems e.g. lettings calendar, maintenance helpdesk, ordering	*	
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*	
Willingness to act as site manager during times of absence and annual leave	*	

Willingness to keep up to date with relevant information and local initiatives. Respond to feedback and be willing to share knowledge and experience with others	*	
<b>PERSONAL QUALITIES</b>		
Ability to deal with conflict or difficult situations in a professional, constructive manner	*	
Ability to work effectively as a member of a team	*	
Ability to work unsupervised and independently understanding Trust roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Good time management skills	*	
Have a clear understanding and caring of what working in an educational setting is about, understanding school roles and responsibilities and your own position within these.	*	
Possess or willing to train for the “First Aid at Work” or “Emergency First Aid at Work” qualification approved by the HSE as requested	*	
Suitability to work with children – Enhanced DBS	*	
Willingness to support the Christian ethos of the Trust	*	
Willingness to work flexibly and change working practices in response to quality and review activities and the changing needs of the Trust	*	
Willingness to work flexibly with regards to shift patterns in order to meet the needs of the business	*	
Willingness to work within the Christian framework of the Trust	*	