



JOB DESCRIPTION

SITE SUPERVISOR	
Scale/Salary	£17,419 - £18,070
Hours	37.5 hours per week
Section	Site/Support Staff
Location	The Parker E-ACT Academy – Primary Location Expected to work within other academies in Daventry as required.
Responsible to	Site Manager
Responsible for	This position has no responsibility for line management

Role Purpose:	The Site Supervisor has a key role in maintaining the security, safety, cleanliness and upkeep of all the buildings, grounds and facilities providing a pleasant environment for all our students and staff under the direction of the Site Manager.
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Key responsibilities:	<ul style="list-style-type: none"> • Site Security – Carrying out security procedures for school grounds as required. Including opening and closing of the Academy as per the rota. • Site Safety – Conduct weekly checks of the fire alarm and emergency lighting systems. Ensure health and safety policies are followed in terms of hazards and exits and entrances kept clear for the safe use and passage of all users. To work with the Site Manager across the site to ensure the environment is safe for all personnel at all times and take any corrective action if required. • Site Maintenance – Maintain and repair basic tools and equipment. Carry out minor maintenance and repairs of buildings. Report items, repairs and maintenance that is beyond competence of site staff. Direct contractors to the sites of repair and/or maintenance. Inspect work of contractors when there is a requirement to sign a satisfaction note. • Site Cleaning – Ensuring cleaning and site equipment is in a safe and working condition. External areas are swept as necessary, litter is picked up and rubbish disposed of appropriately and in accordance with recycling policies for the health and welfare of all users and the tidy appearance of the premises. Clear snow and ice from approaches to all premises and salt/grit to provide safe access when necessary.
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	<ul style="list-style-type: none"> • Lettings/Other school activities – Liaise regularly with the Site Manager with regards to issues to bookings. Ensure rooms, halls and areas are laid out with the correct furniture and equipment. • General Duties – Receive deliveries of stock/materials ensuring appropriate storage or onward delivery to the relevant department. Any other ad hoc duties.
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Key Skills:	<ul style="list-style-type: none"> • Experienced in a recognised trade i.e. electrics, building or plumbing etc • Good working knowledge of Health & Safety • Able to work independently and to deadlines • Able to communicate at all levels including students, staff and visitors
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**E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This post is subject to an Enhanced DBS Disclosure.**

How to apply.

To apply for the role, please email your Application Form and Equal Opportunities Form to daventryregionhr@E-ACT.org.uk

Please note that we do not accept CVs.

The closing date for application is **Monday 12th February 2018.**