

Job Description: Support Site Supervisor

Job Title: Support Site Supervisor

Location: Kingsford Community School

Job Type: Full-Time, Permanent

Salary: Scale 3

1. Job Purpose:

The Support Site Supervisor plays a vital role in the day-to-day operations of the school by ensuring the safe, clean, and efficient maintenance of school grounds and buildings. The role involves fulfilling the site management tasks as directed, coordinating facilities support, and working closely with the school leadership team to create a positive and productive environment for students, staff, and visitors.

2. Key Responsibilities:

- **Site Management:** Oversee the maintenance of the school site, ensuring that buildings, grounds, and facilities are in good condition. This includes monitoring repairs, upkeep of equipment, and managing any emergency maintenance needs.
- **Health & Safety:** Ensure that all health and safety regulations are adhered to, including conducting regular risk assessments and inspections. Ensure that the school complies with all statutory health and safety requirements.
- **Security:** Responsible for the security of the school site, including managing alarm systems, opening/closing the site at appropriate times, ensuring security of gates, doors, and windows, and monitoring the site for any security concerns. Ensure that key systems (e.g., CCTV, lighting) are operational and secure.
- **Oversee as Directed Cleaning and Maintenance Staff:** Oversee and support cleaning and maintenance staff, ensuring that cleaning schedules and maintenance tasks are followed and that the school's environment is welcoming and safe for staff and students.
- **Portering:** Manage the movement of furniture and equipment within the school as required. Support the setup and preparation of rooms for school events, exams, and meetings.
- **Health and Safety Compliance:** Assist in the preparation and maintenance of health and safety documentation and ensure that site-related incidents and accidents are properly reported and logged.
- **General Site Services:** Provide grounds maintenance, including grass cutting, leaf clearance, and snow clearing (in winter), ensuring that all areas are accessible and safe for use.
- **Liaison and Reporting:** Act as a point of contact for contractors, service providers, and other external parties. Communicate with the school leadership team to report issues, improvements, or incidents that require attention.
- **Event Support:** Support with the logistics of school events, open days, and evening activities, including ensuring that facilities are prepared and staff are supported.

3. Key Skills and Qualifications:

- **Experience:** Previous experience in a similar role within a school or facilities management environment is preferred.
- **Knowledge:** Basic understanding of health and safety regulations, including risk assessments, COSHH, and fire safety protocols.
- **Communication Skills:** Good written and verbal communication skills to interact effectively with staff, students, and external stakeholders.
- **Leadership:** Ability to supervise and manage staff, including cleaners and maintenance personnel, to ensure a high standard of work.
- **IT Skills:** Competent in using basic IT systems for reporting, scheduling, and communication purposes.

- **Organisational Skills:** Ability to multitask, manage time effectively, and respond to urgent issues quickly.
- **Physical Ability:** The role requires physical activity, such as lifting and moving furniture, and working outdoors in various weather conditions.

4. Desirable:

- **First Aid Qualification:** A valid first aid certificate is desirable but not essential.
- **Additional Qualifications:** Qualifications in facilities management or health and safety would be an advantage.

5. Working Hours:

- Monday to Friday, [insert working hours, e.g., 8:00 am to 4:30 pm] with flexibility for occasional evening or weekend work for special events or emergencies.

6. Application Process:

Please submit your application and cover letter through TES. In your application, please explain why you are a suitable candidate for the Support Site Supervisor role and highlight your relevant experience and skills. Applications will only be considered through TES.