



JOB PROFILE

Job Title:	Site Supervisor (Weekend)	School/Department:	Temple Moor High School and Sixth Form
Salary Grade:	Band B1 FTE: £23,152 per annum Actual: £6,750.16 per annum	Working Hours:	Part-time, 10.5 hours Saturday: 08:00-16:00 Sunday: 13:00-16:00
Contract Type:	Permanent	Location:	Leeds

Responsible to:
Premises Manager

Role summary:

To assist in the provision of maintaining a safe and secure school site, taking responsibility for providing maintenance and security services.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Role specific responsibilities:

- Undertake regular security checks and identify risks.
- Lock/unlock school buildings and areas and provide emergency access to the school.
- Monitor alarm systems and fire safety equipment.
- Organise and carry out various maintenance duties e.g. minor plumbing and fixing repairs.
- Operate and maintain heating plant and lighting systems as well as maintain of hydrotherapy pool and other specialist sports equipment after specialist training.
- Undertake caretaking and cleaning duties and ensure pathways and external hard surface area are kept clean and free of litter and weeds.
- Maintain appropriate records and identify and record repair and maintenance requirements.
- Assist in safety audits and contribute to relevant risk assessment activity.
- Comply with health and safety policies and procedures at all times.

Characteristics:

- Committed to achieving success
- Willingness to be flexible and work to meet the best interests of the school
- Self-motivated

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
The ability to deal with day-to-day issues on own initiative	✓	
Possess basic DIY skills		✓
Enhanced DBS clearance	✓	
Qualifications, Knowledge and Experience	Essential	Desirable
Caretaking/site-keeping experience in a school or similar environment		✓
Awareness and understanding of basic safety and security measures	✓	
Knowledge of Health and Safety procedures and precautions including COSHH regulations		✓
Knowledge of moving and handling procedures and of using mechanical cleaning equipment	✓	
Participate in development and training opportunities	✓	
Willing to complete a Pool Plant Operator course	✓	
Experience of lone working		✓

