

The Roseland Multi-Academy Trust

JOB DESCRIPTION

Job Title:	Site Supervisor
Grade	Grade H (Points 1-6) Salary range £23,544-£28,370 per annum
Employment:	52.143 weeks per year 37 hours per week (plus overtime and evening work as required)
Holiday Entitlement:	28 days including bank holidays
Responsible to:	Chief Executive Officer / Headteacher / Leadership Team / CFO / Trust Premises Manager / Chair of the Trust Board
Supervisory Responsibility:	Assistant Site Supervisor / Premises Assistant
Important Functional Relationships:	Internal: Chief Executive Officer, Headteacher, Leadership Team, CFO, Trust Premises Manager, Assistant Site Supervisor / Premises Assistant, Operations Manager, Central Services Team, staff, students, Trustees, Governors. External: Trust partners, other schools and colleges, suppliers of goods and services, parents/carers, contractors, visitors to the school.

Main Purpose of the Job:

- Manage a Premises Team, organising and prioritising work and requirements across schools as required.
- Develop, maintain and document a programme of maintenance, improvement and uplift across sites.
- To undertake general repairs and maintenance and play a key role in maintaining the security, safety, cleanliness and upkeep of school buildings, grounds and facilities, as well as providing cover and support to other schools within the Trust, as and when required.
- You will also set up and provide practical support in arrangements for assemblies, exams, meetings and events, for example arranging room layouts.
- Other aspects of site management, such as procuring, arranging and supervising of external contractors.
- You will have a base school, as per your Contract of Employment, and will regularly travel to other schools within the Trust, as required.

Main Duties and Responsibilities

1. To lead a Premises Team ensuring sites remain safe, compliant and maintained to an exceptional standard.
2. To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with the Trust Premises Manager/Operations Team/Chief Financial Officer/Headteacher or approved contractors as and when required.
3. To maintain the overall security arrangements of the premises and grounds, including ensuring that staff are aware of the procedures for security and the use of alarm systems, that there is an appropriate system of key-holding management, that periodic reviews of site security are conducted and that appropriate progress action is followed through.
4. To respond to emergencies when necessary in respect of accident, failure, break-in, vandalism or weather as required and report to the Trust Premises Manager/Operations Team/Chief Financial Officer/Headteacher when necessary.

5. To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.
6. Set up and provide practical support in arrangements for assemblies, exams, meetings and events, for example arranging room layouts.
7. To take deliveries of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment, etc.)
8. To carry out basic maintenance of all equipment, liaising with the Trust Premises Manager in the first instance on major problems.
9. To keep simple records relating to vehicles, use of tools, plant and materials and visits to sites.
10. Manage the Trust's Every Issues logging system, assigning and closing job tickets as required.
11. To ensure adequate stocks of tools, equipment and materials necessary for the upkeep of a school's premises and to report any requirements for additional stocks to the Trust Premises Manager or raised directly with the Trust's Central Team.
12. To undertake a set programme of grounds maintenance activities as directed and where trained, to ensure a school's premises and grounds are maintained in a neat and tidy condition.
13. To maintain the security of grounds maintenance, machinery, tools, equipment and stock.
14. To open up and/or lock a school. To act as joint key holder for the site, ensuring security at all times including the operation of alarms.
15. To be available for call-out on a rota basis.
16. To act as a member of the site team and to provide support and cover for other members of the team where needs arise, e.g. in the event of sickness, during busy periods, holiday cover, if they are at another school within the Trust, etc.
17. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
18. To assist with the efficient operation of heating systems, ensuring good working order.
19. To record and monitor gas/electricity/water (as applicable) meter readings/returns as required.
20. To take appropriate action to ensure proper safe levels of lighting, heating and ventilation.
21. To assist in the collection and disposal of all refuse and recycling and ensure school buildings and grounds are free of litter and graffiti.
22. To undertake emergency cleaning (soiling of toilets, sickness, floods, etc.) as necessary.
23. To undertake spring cleaning, including some high level cleaning at the end of each school term.
24. To assist in maintaining an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels, etc.
25. Following training, visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
26. To act as a fire warden and undertake appropriate training when necessary, and participate in evacuation processes as agreed and in accordance with a school's recognised Evacuation Procedure.
27. Support the provision of First Aid and undertake appropriate training when necessary.
28. To maintain records and complete paperwork as required.
29. To drive the school's minibus(es), as trained, as well as take responsibility for the upkeep of the school minibuses ensuring they are clean, inspected for damage and are relevantly stocked.
30. To attend health and safety and site meetings as required.
31. Keep up-to-date with current health and safety developments and legislation.
32. Effectively communicate (verbally and in writing) information at an appropriate level, and in a suitable style, having assessed the audience.
33. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding, health and safety, equality and diversity and data protection.
34. Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
35. Be responsible for your own continuing self-development, undertaking training as appropriate.
36. To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes in contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Person Specification

Attributes	Essential	Desirable
<u>Relevant Experience</u>	<p>Practical experience of building and grounds maintenance work</p> <p>Experience of leading and managing a small team</p>	<p>Practical experience of building and grounds maintenance work in a school or similar environment</p> <p>Previous experience in use of power machinery</p>
<u>Education and Training</u>	<p>NVQ, GNVQ or GCSE qualifications.</p> <p>Level 1 qualifications may be considered if accompanied by previous experience</p>	<p>Basic Health and Safety qualification</p> <p>Lifting and manual handling training</p> <p>High level cleaning training</p> <p>First Aid qualification/training</p>
<u>Special Knowledge and Skills</u>	<p>Good practical skills</p> <p>Organisational skills</p> <p>Ability to communicate effectively with visitors, colleagues and students</p> <p>Good knowledge of health and safety regulations</p> <p>General knowledge of building maintenance</p> <p>Driving licence and access to a vehicle to allow for cross-site working</p>	<p>Minibus licence</p> <p>Level 2/Level 3 First Aid</p> <p>Fire Warden</p> <p>Working at Height/Scaffold Tower</p> <p>Other relevant machinery/tool operation training</p>
<u>Any additional factors</u>	<p>Ability to undertake physically demanding work</p> <p>Team worker</p> <p>Flexible approach to work requirements, including able to work unsocial hours</p> <p>Ability to work on own initiative</p> <p>Ability to plan, organise and prioritise</p> <p>Tact, diplomacy, sense of humour</p>	<p>Comfortable interacting with children/young people</p>