



Site Supervisor Job Description

Grade: JG5

Responsible To: Headteacher / Senior Finance & Operations Officer (SFOO)

Main Purpose of the Role

Working under the general direction of the Headteacher, manage the security of the school and oversee services necessary to meet the defined standards and requirements essential for a safe and secure school environment.

The post holder will oversee the school's maintenance schedule for both routine weekly activities and the longer term across the school year and is responsible for ensuring the school site is clean, secure and facilities are functioning properly.

To operate as a team player, working closely with key stakeholders to ensure the smooth and safe running of the school site with the ability to work independently and prioritise workload with minimal direct supervision.

To join and represent the KMAT Premises Team, to deliver our KMAT Estates Vision and to work in collaboration providing the best learning environment for pupils.

Qualifications and Experience

- Candidate must be able to demonstrate they hold the appropriate technical or trade qualifications / relevant experience to be able to meet key duties and responsibilities of the role
- Basic health and safety knowledge and an understanding of how to maintaining a safe working environment are desirable – training will also be provided
- Basic IT skills

Contacts

- Headteacher / Senior Leadership Team (SLT) / school staff
- Central MAT office including CEO, CFO and SFOO
- Suppliers and contractors
- School visitors, volunteers etc.

Key Duties and Responsibilities

- Ensure the effective delivery of statutory and internal compliance duties across the school site.
- Using compliance management software (training provided), complete and monitor internal compliance checks as required. Record and monitor external compliance checks and reports.
- Determine and manage changes to daily work routines, responding to incidents as they arise, as necessary to ensure the smooth running of the school.
- Organise, manage and undertake a range of repairs to the school premises and its furnishings, including remedial painting and decorating, maintenance of fittings and minor improvements.

For major repairs, obtaining quotes in line with school financial procedures. Ensure Health & Safety issues are dealt with as quickly and effectively as possible.

- Induct and accompany contractors and other service providers to required locations on the school site, monitor the safety of their working practices, reporting any issues identified.
- Ensure that all materials and equipment are used in a safe and proper manner, following all guidelines and specifications carefully, and dealing with any breakdowns in equipment, promptly.
- Using school procedures ensure sufficient supplies in relation to buildings and/or maintenance are always available to meet the needs of the school, including the requesting of minimal cleaning supplies.
- Be able to follow risk assessments when completing tasks. Assist Headteacher with the development of risk assessments for premises and other relevant areas.
- Manage safety checks, support and develop risk assessments, and ensure that all identified health and safety issues are dealt with as quickly and effectively as possible.
- Maintain the presentation of the site and building to high standard for the benefit of the whole school community, taking pride in the school's appearance and to ensure we deliver a welcoming and inspiring environment.
- As the main key holder, be responsible to the line manager for overall security. Keep and maintain records relating to individual key holders, ensuring that security procedures are followed at all times.
- Manage the setting out and clearance of furniture and other equipment for special activities, as directed by the line manager.
- Build and maintain effective working relationships with staff and Senior Leaders to understand the site needs and provide responsive, practical support.
- Attend and contribute to premises meetings during the school year, as required.
- Support audits, inspections and reviews related to premises, health & safety, fire and compliance. To participate in fire drills, evacuations and lockdown drills throughout the school year.
- Liaising with lettings (during school holidays) to ensure the site remains safe and secure.

Please note that PPE and safety footwear will be provided and must be worn at all times whilst working with materials, equipment or apparatus.

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope's central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 **C**'s:

1. Our schools are **C**hild-centric (focusing on the whole child)
2. **C**reative and innovative
3. **C**ommunity focused
4. **C**ollaborative but distinctive
5. We have a **C**ulture of high expectations and excellence, striving for and sharing best practice.

Please Note: This job description may be amended at any time following consultation between the CEO, Kaleidoscope Trust Board or Senior Leadership staff within a specific school(s) and LGB(s).

Job Description Acknowledgement

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature:

Date:

Signed (& Initialed) on behalf of school:

Date:

Please issue school stamp below if applicable.