



### **Superintendent Level 1**

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedures and Manor Wood Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS). We promote diversity and want a workforce which reflects the population of Leeds.

**Post Title:**

Superintendent Level 1

**Pay Grade:**

National Joint Council scale B1 point 4 – 6 dependent upon experience

**Post(s) to which directly responsible:**

Class Teacher, Headteacher, Business Manager

**Purpose of post:**

To work as part of the site team to maintain a safe and enriched school premises and campus responding to issues as they arise and being involved in compliance and building development processes.

**Duties:**Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency and specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors and undertake client role in connection with premises-related contracts
- Co-ordinate work of cleaning staff
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Maintain swimming pool and other specialist sports equipment after specialist training

#### Resources

- To advise the headteacher on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times

#### Supervision and organisation

Demonstrate and assist in the safe and effective use of specialist equipment/materials.

- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assisting in management, administration and operation of lettings system
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate
- Liaise with line manager and attend meetings as required

#### Responsibilities

- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils (staff and visitors)\* at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
  
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- All duties outlined are within the provisions of the Local Agreement for Superintendents.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. There will be a need to work outside of school hours and off school premises, as required by the school. No smoking policy.

#### **Relationships:**

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

#### **Physical Conditions:**

This post is currently based at Manor Wood Primary School. During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy

Trust schools.

Manor Wood Primary School has access by stairs and ramps.

This post is subject to an enhanced Disclosure and Barring Service check.

Manor Wood Primary School operates a non-smoking policy.

**Economic Conditions:**

Grade: National Joint Council scale point scale point 4 - 6, depending on the candidate's experience and qualifications. Approximate annual salary: £24,796.00 - £25,989.00. Pro-rata.

Nature of appointment: Full time, all year round post.

Annual Leave: Annual leave to be agreed with immediate line manager but can be taken in term time.

Hours: 30 hours per week all year round.

Conditions of Service: NJC conditions apply.

**Prospects:**

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder. If vacancies at a higher pay scale become available at an Owlcotes school, the post holder is entitled to make an application and would be considered for the vacant role.

Training: Manor Wood Primary School encourages training both "in-house" and external to meet the needs of the individual and of the service.

**Qualifications:**

Desirable: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent)

**Job Description Prepared/Reviewed by:** Michelle Atkinson – Business Manager

**Job Description Approved by:** Kate Humphries - Headteacher

**Employee Specification**

Detailed below are the types of skills, experience and knowledge that are required of applicants

applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

<b>SKILLS</b>	Essential	Desirable	MOA
Ability to work as part of a team			A and I
Ability to relate to people both in person and on the telephone			A and I
Ability to deal with day-to-day issues on own initiative			A and I
Ability to move heavy furniture			A and I
To possess basic DIY skills			A and I
Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all			A and I

<b>KNOWLEDGE &amp; UNDERSTANDING</b>	Essential	Desirable	MOA
Knowledge of basic fire regulation requirements			A and I
Awareness and understanding of basic safety and security measures			A and I
Working knowledge of relevant polices/codes of practice/legislation			A and I
Knowledge of Health and Safety procedures and precautions			A and I
Knowledge of COSHH regulations			A and I
Awareness of health and hygiene procedures			A and I

Knowledge of moving and handling procedures			A and I
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<b>EXPERIENCE</b>	Essential	Desirable	MOA
Experience of working as part of a team			A and I
Handyperson experience			A and I
Caretaking/site-keeping experience in a school or similar environment			A and I

<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A and I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A and I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			A and I
Ability to respect sensitive and confidential work			A and I
Commitment to own personal development and learning			A and I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**