

# Site Support

Job description and person specification

## **Job description**

**Post title:**     **Site Support**

**Position:**     **37 hours per week, 52 weeks**

**Reports to:**    **Site Manager**

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

### **Purpose of the post**

To provide a professional and proactive service ensuring the academies operate efficiently for the benefit of the staff and students.

Under the direction and instruction of the Site Manager and Business Manager undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portage and maintenance of the academy sites and premises thereby ensuring a safe working environment.

Work with the Site and Business Manager to coordinate the planning of activities, projects and maintenance in a proactive manner

Be involved in the day-to-day Health and Safety of the academy, monitor, record tests and activities as directed by the Site and Business Manager.

## Main duties and responsibilities

- Key holder duties, responsible for opening and locking of the site and ensuring the security of the premises and its contents
- Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism
- Attending to the heating for the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant, equipment, heaters, etc. are cleaned and maintained with any faults being reported
- Cleaning of designated areas of the building and around the site
- Carrying out portage duties and setting out furniture as and when required
- Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulley's, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
- Carry out maintenance of the academy grounds e.g. tidying borders, trimming bushes, weeding etc.
- Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
- In cases of emergency outside the working week e.g. intruders, fire, floods, etc. be required to attend for such as required
- Ensure that Health & Safety and wellbeing for yourself, colleagues, staff and students is a priority
- To undertake minor repairs as required
- Dealing with matters concerning building maintenance and general site issues, including arranging for quotes from contractors, managing small works
- Liaison and supervision of contractors on site, including ensuring log books are signed and site procedures are adhered to
- Assist with legionella testing & monitoring
- Assist with monitoring and recording the condition of asbestos
- Assist with the Fire Risk Assessment, evacuation plans and procedures and testing of equipment
- Assist in recording and monitoring of H&S/Compliance matters within the estates database
- Ability to work flexibly at other sites as and when required to provide support.

## **Additional**

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

| Category                                                                                                                                                                                                          | Essential | Desirable | Evidence              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------|
| Qualifications                                                                                                                                                                                                    |           |           |                       |
| Good literacy & numeracy skills gained from general education                                                                                                                                                     | ü         |           | Application form      |
| Previous experience of a similar role                                                                                                                                                                             | ü         |           |                       |
| Health and Safety regulations, NEBOSH general certificate or similar                                                                                                                                              |           | ü         |                       |
| Knowledge and understanding                                                                                                                                                                                       |           |           |                       |
| Experience of undertaking maintenance tasks, arranging for quotes from sub-contractors and supervising small works                                                                                                | ü         |           | Application form      |
| Knowledge of a range of procedures for the maintenance and repair of premises and sites                                                                                                                           | ü         |           |                       |
| The importance of Health & Safety, and good practice in relation to cleaning / caretaking                                                                                                                         | ü         |           |                       |
| Knowledge of COSHH regulations                                                                                                                                                                                    |           | ü         | Interview             |
| Supervision of cleaning staff / contractors                                                                                                                                                                       |           | ü         | Portfolio of work     |
| Commitment to the safeguarding and welfare of all students and providing equality of opportunity                                                                                                                  | ü         |           |                       |
| Ability to deal with emergencies and problems in a positive and systematic manner                                                                                                                                 | ü         |           | References            |
| IT literate and knowledge of estate management data systems                                                                                                                                                       |           | ü         |                       |
| Skills and attributes                                                                                                                                                                                             |           |           |                       |
| Confident, honest, trustworthy and reliable                                                                                                                                                                       | ü         |           | Application           |
| Ability to solve problems within area of work/knowledge                                                                                                                                                           | ü         |           |                       |
| Ability to work effectively and supportively within a team                                                                                                                                                        | ü         |           | Interview             |
| Shows commitment to a supportive, coaching culture                                                                                                                                                                | ü         |           |                       |
| Ability to work on own initiative, set priorities and ensure work is planned and undertaken effectively                                                                                                           | ü         |           | Portfolio of work     |
| Commitment to ongoing personal and professional development                                                                                                                                                       | ü         |           |                       |
| Core                                                                                                                                                                                                              |           |           |                       |
| Flexibility according to the needs of the service                                                                                                                                                                 | ü         |           | Interview             |
| The post holder will be subject to an enhanced Disclosure & Barring Service check                                                                                                                                 | ü         |           | Pre-employment checks |
| Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post | ü         |           |                       |