

JOB DESCRIPTION

JD no:
42ab

Job Details

Post Title	Estates Site Supervisor
Responsible to	Line Manager

Purpose of job

To support the effective management of the school estate by maintaining a safe, sustainable, suitable and sufficiently sized, compliant and well-presented site. Working under the direction of the Site Manager, the postholder will deliver day-to-day premises operations, planned and reactive maintenance, statutory compliance checks and accurate record keeping to ensure the buildings and grounds are fit for purpose and support teaching and learning.

Responsibilities

1. Maintain the security of the premises, including unlocking/locking, site checks, alarm procedures (where applicable), and acting as a designated key holder for out-of-hours/emergency access.
2. Carry out regular site inspections and checks to ensure the estate is safe, warm, dry, clean and fit for purpose; promptly report defects, hazards and safeguarding concerns in line with Trust and school procedures.
3. Support facilities management across the site, including day-to-day oversight of cleaning standards and the presentation of internal areas, and ensuring cleaning activities are coordinated safely around school operations.
4. Support facilities management across the school grounds, including routine checks, litter picking, seasonal tasks and basic grounds maintenance within competence, and ensuring external areas remain safe, accessible and well-presented.
5. Undertake routine caretaking and maintenance tasks (for example minor repairs, basic carpentry/decoration/plumbing tasks within competence) and ensure work is completed safely and to a high standard.
6. Support delivery of planned preventative maintenance (PPM) by completing scheduled tasks and assisting the Site Manager to prioritise work to minimise disruption to education and school operations.
7. Support statutory compliance activity by completing and recording routine checks (as directed) and ensuring evidence is available and up to date, including for areas such as fire safety, water hygiene (legionella), asbestos awareness arrangements, emergency lighting, alarms, ladders/working at height equipment and other premises compliance requirements relevant to the site in line with the Good Estates Management.
8. Ensure safe systems of work are followed, including risk assessments, permits-to-work (where used), COSHH, safe storage, signage, and appropriate use of personal protective equipment (PPE).
9. Oversee contractors on site, including signing in, confirming safeguarding/ID requirements, monitoring work quality and safety, and escalating any concerns to the Site Manager. Arrange emergency repairs or commission specialist contractors as authorised.
10. Operate and monitor building services and systems (for example heating, ventilation, lighting and security) and report faults promptly; take agreed actions to maintain efficient operation and reduce avoidable energy and water use.

11. Maintain accurate premises records as required (for example maintenance logs, inspection checklists, contractor documentation and certification) and support the Site Manager with any estate data requirements.
12. Provide portage and site support, including room set-ups, moving furniture/equipment and supporting lettings and school events as required.
13. Supervise the site team and facilities (Cleaning and Grounds), allocating tasks and monitoring completion to required standards.
14. Contribute to emergency response and business continuity arrangements, including responding to alarms, weather-related issues, utilities failures and other unplanned incidents, to maintain safety and minimise disruption.
15. Raise orders complete GRN's and other financial administration tasks
16. Undertake any other duties commensurate with the level of the post as may be required from time to time.

Individuals in this role may also undertake some or all of the following (subject to training, competence and authorisation):

1. Driving a school minibus to transport staff and/or pupils as and when required (full accreditation and licensing required).
2. Operation and basic maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment.
3. Provide informal guidance to staff on day-to-day site safety matters (for example safe use of spaces, reporting defects and local procedures), referring formal training needs to the Site Manager.
4. Act as a designated key holder, providing out of hours and emergency access to the school site.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Site Supervisor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Site Supervisor will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Safeguarding lead.

Training and Development

Training requirements

Training will be provided and must be maintained to ensure the postholder is competent to undertake duties safely and to support effective school estate management (aligned to the DfE estate management competency framework and relevant training guidance).

Mandatory/induction (as required by the Trust/school)

- Safeguarding (appropriate level for role) and local site safeguarding procedures
- Health and safety induction, incident/near-miss reporting and local emergency procedures
- Data protection/confidentiality and information security (where access to records/systems is required)
- PSF Training
- Compliance Software every

Core premises compliance and safety (refreshed as required)

- Health and safety awareness

- Fire safety (including local procedures; fire door awareness; basic fire extinguisher awareness where appropriate)
- Asbestos awareness (and additional training if the role is involved in managing asbestos arrangements as a duty holder)
- Water hygiene/legionella awareness (and site-specific procedures)
- COSHH awareness (safe storage, use and monitoring of hazardous substances)
- Manual handling
- Working at height and ladders/step ladders training (including inspection and safe use)
- Use of PPE and safe use of work equipment (as relevant)

Role-specific operational skills

- Contractor management and control of works on site (including signing-in, safeguarding/DBS checks where required, and safe working arrangements)
- Basic risk assessment awareness and implementation of safe systems of work (including permits-to-work where used)
- Basic building services awareness (for example heating controls/BMS user level, plant start-up/shut-down procedures where applicable)
- Cleaning and facilities standards (including safe use of cleaning chemicals/equipment and infection prevention/control procedures where applicable)
- Maintenance equipment training (for example strimmers/mowers/drills) where used and where the school permits in-house operation

Additional training where applicable to the site

- First Aid at Work / Emergency First Aid at Work (where required by staffing model)
- CDM 2015 awareness (particularly where supporting projects/contractor works)
- Minibus driver training and licence checks (where driving is required)
- Specialist plant/equipment training (for example plant operations, lifting equipment, access equipment) where relevant

Competence and records

- The postholder must only undertake tasks they are trained and authorised to do, and must follow school/Trust procedures.
- Training and competency records will be maintained and refreshed in line with policy, risk and statutory guidance.

Communication

The Site Supervisor will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Site Supervisor is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Site Supervisor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Site Supervisor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.