

## Job Profile: Site Superintendent



Salary scale:	B3, SCP 7-11
Working hours:	37 hours per week (part time hours will be considered)
Academy/department:	Manston St James CofE Primary School
Responsible to:	Health & Safety and Estates Manager
Nature of contract:	Permanent

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### Job purpose:

Support the Senior Academy Management by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the Academy.

### Job specific responsibilities:

- Maintain the overall conditions of the academy and provide reports as required, ensuring the appropriate systems (Ticket system, Every system) are utilised effectively
- Oversee external contractors working on site, ensuring compliance with the trusts H&S procedures and policies · Maintain the overall conditions of the academy and provide reports as required, ensuring the appropriate systems (Ticket system, Every system) are utilised effectively
- Ensure the Trusts compliance procedures and policies are undertaken with the highest level of detail and accuracy
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- Unlock / Lock Academy buildings and areas
- Undertake regular security checks, respond to alarms and monitor CCTV systems
- Liaise with police, security and surveillance contractors, provide emergency access when required
- To carry out various maintenance/DIY duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per the Academies schedule
- Undertake regular site inspections, identify defects and record repair and maintenance requirements
- Undertake cleaning duties including graffiti removal, litter-picking
- Co-ordinate deliveries to the Academy site
- Manage the Academy's general facilities budget. Monitor & manage stock within the agreed budget,
- cataloguing resources & undertake audits
- Portering duties, moving furniture and equipment
- Line manage cleaning staff and assist with clean up from evening events
- Ensure that good levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- To carry out various ground's maintenance duties such as mowing grass, cutting hedges and line

- marking etc.
- Ensure all external areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Provide information as required to "Senior Site Superintendent", regarding all areas of H&S compliance
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety of students, staff and visitors in accordance with appropriate health and safety legislation at all times.
- Where appropriate to organise and administer the use and maintenance of Academy mini-buses and carry out driving duties when required.
- Comply with health and safety policies at all times · Assist in the supervision, training and development of staff
- First Aider Certified or (willingness to train as First Aider)
- Undertake as requested by senior staff any other tasks commensurate with the general nature of the post

### **Abbey MAT responsibilities**

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*

## **People Profile:**

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
A good communicator with a range of stakeholders and contractors	✓	
Confident, positive and approachable	✓	
A keen user of technology, IT systems and applications	✓	
Logical, methodical with a meticulous eye for detail	✓	
Learns continuously and effectively adapts behaviour in response to feedback; able to evaluate own performance and focus development accordingly	✓	
A proactive and organised approach to work	✓	

A commitment to our mission and values demonstrated by current practice	✓	
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
Site maintenance and DIY experience	✓	
Site management experience in a school or similar environment		✓
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	✓	
Working knowledge of relevant policies/codes of practice/legislation	✓	
First Aid Certificate, or working towards one within 6 months of appointment	✓	
Good ICT skills	✓	
Driving licence/access to vehicle and willingness to travel to Abbey MAT schools	✓	
Completed the IOSH managing safely course		✓
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

### Our Trust mission:

In partnership to Educate, Nurture and Empower

### Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

[www.abbeymat.co.uk](http://www.abbeymat.co.uk)



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