



Special
Partnership
Trust



The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Premises Supervisor
Salary:	£32,203 FTE per annum/pro rata
Hours:	37 hours
Base:	Doubletrees School
Responsible to:	Heidi Hoskin, Head Teacher
Direct Supervisory Responsibility for:	
Important Functional Relationships: Internal/External	

Main Purpose of Job:
<ul style="list-style-type: none">• To be responsible for the overall premise supervision and compliance of the school site.• To undertake or broker general maintenance of the building and facilities.• Provide practical support in arrangements for meetings/events.• To be responsible for security/safety of the school buildings.

Main Duties and Responsibilities:
<ul style="list-style-type: none">• To act as joint key holder for the site, ensuring security at all times including the operation of alarms and be available for call-out on a rota basis.• To manage the reporting of any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors / Trust colleagues.• To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.• To maintain relevant Health and Safety/COSHH logs, documentation and update records ensuring all files are compliant with relevant legislation and policies.• Provide basic health and safety advice in line with policies and procedures and act as an ambassador for the school by promoting the prevention of health and safety incidents for the benefit of, pupils, employees and visitors.• Support the investigation of health and safety incidents or breaches.

- To participate in evacuation processes as agreed and in accordance with the schools recognised Evacuation Procedure.
- To assist in the collection and disposal of all refuse and ensure the buildings and grounds are free of litter and graffiti.
- To check that access roads, car parking facilities, pavements, steps and playgrounds are safe for use at all times.
- To work with cleaning contractors to maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
- To take deliveries of stores, materials and other goods ensuring that all items are stored safely and to undertake portage duties as required (including moving furniture, equipment etc.)
- To undertake urgent cleaning, including some high level cleaning and occasional gardening duties as required.
- To undertake the efficient operation of the curriculum areas including; swimming pool, ventilation systems, heating systems and record and monitor gas / electricity / water (as applicable) meter readings/returns as required.
- To check and maintain school vehicles to ensure that they are taxed, MOT'd and serviced as required and to ensure that the relevant staff using the vehicle, receive the appropriate training if required.
- To undertake and maintain records of routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary and maintain records and complete paperwork as required.

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academies and the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To adhere to Trust values and behaviours.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	<p>Level 2 NVQ in a recognised trade or Minimum of 5 GCSE's A-C (Inc. English and maths), plus suitable trade certificates</p> <p>Basic Health & Safety qualification Experience of H&S in the workplace</p> <p>Lifting & manual handling training</p>	<p>High level cleaning safety training</p> <p>Pool Plant Operator training</p> <p>H&S Level 3</p>	Application
Skills and Experience	<p>Good standard of practical knowledge, skills and experience of building and grounds maintenance work</p> <p>Good communication skills</p> <p>Good management and administrative skills</p> <p>IT qualification or IT systems experience.</p>	<p>Experience of work in a school or similar environment</p> <p>Experience of working in a supervisory role</p>	Application/Interview
Specialist Knowledge and Skills	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of Specialist equipment maintenance</p> <p>Knowledge of COSHH</p>	Application/Interview
Behaviours and Values	<p>Enthusiastic, energetic, self-motivated and conscientious.</p>		Application/Interview

Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff