



Job Description

Post:	Site Supervisor
Responsible to:	Senior Site Supervisor
Salary scale:	Scale 5 (£34,359 - £35,892)
Location:	Haggerston School

Equal Opportunities

The trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job Purpose

To be responsible to the Senior Site Supervisor for the maintenance, cleaning, security, heating, health and safety and other general site services within the premises.

Duties and Responsibilities

1. To be responsible for the planned and ad hoc maintenance and upkeep of the premises, the buildings, their non-curricular contents and grounds, including determining in accordance with established guidelines whether repairs / maintenance should be undertaken directly or to request contract services; to liaise with appropriate staff within the Trust.
2. To be the client monitoring officer in relation to contracts, ensuring that contract specification is achieved and that any errors or omissions are remedied speedily and to undertake the direct repair of fabric, services and fittings within recognised competence levels.
3. To liaise with relevant sections with regard to queries concerning the level of service provided, to contribute to the monitoring and regular review of all major contracts and services provided to the establishment.
4. To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating and water services on the premises, including when appropriate lifts. To take appropriate action to ensure and monitor proper and safe levels of lighting, heating and ventilation.
5. To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract and directly employed staff; to be responsible for emergency cleaning. To advise on and undertake / manage arrangements for cleaning not in the contract as directed.

6. To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of alarm guidance; that there is an appropriate system of keyholding management; that periodic reviews of site security are conducted and that appropriate action is followed through; to liaise with CST as appropriate.
7. To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment, the safe storage of any potentially harmful materials and that there is appropriate and effective signposting.
8. To operate the schools administrative systems with regard to the ordering of stock, the checking of invoices, the monitoring of budgets, the preparation of estimates and undertaking stock checks within the post holders sphere of responsibility.
9. To operate the Trust wide compliance software and monitor helpdesk requests and respond promptly
10. To ensure that appropriate arrangements are made and records maintained for authorised users of the site's facilities and buildings. To manage and operate systems of staff cover for lettings and other out-of-hours usage of the premises.
11. To work on own initiative, particularly during the school holiday periods and in emergencies, taking all necessary action to ensure the security and maintenance of the site; to provide appropriate information to the head of establishment as required.
12. To ensure the movement of furniture, supplies, etc, where required and to arrange for access to the site by authorised persons.
13. To interrogate and update on computerised systems in accordance with agreed procedures.
14. To clear up bodily fluids after accidents adhering to health and safety procedures.
15. To be one of a team of trained First Aiders in the school.
16. To provide safe access to the school in the event of snow, ice or flooding.
17. Such other duties, within the competence of the postholder, which may be required, reasonably, from time to time.
18. To ensure all PPM are scheduled for completion and certification is received and uploaded to the compliance software
19. To attend LM meetings as requested
20. To attend LM meetings as requested
21. To step into the Senior site supervisor role in their absence

Note: The duties of this post may involve working outside normal hours, including weekends and bank holidays, as necessary.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher. This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.

Person Specification	
1. Qualifications	<ul style="list-style-type: none"> ● Relevant health and safety qualifications ● Lives within a short commuting distance to the school ● Is familiar with COSHH procedures/responsible for clearing up spills, fluids etc ● Is familiar with key aspects of health, safety and fire prevention ● Trade qualification would be preferred and should be supplied at interview
2. Experience	<ul style="list-style-type: none"> ● Relevant site supervisor experience working in an education environment or equivalent ● The ability to identify threats and intervene quickly and effectively ● Can monitor and-report concerns to the senior site supervisor ● Ensure facilities are kept secure, clean and tidy ● Respond to emergencies, contacting repair and maintenance suppliers as necessary ● Ability to take responsibility for the securing of the building
3. Knowledge and skills	<ul style="list-style-type: none"> ● Commitment to equality of opportunity and inclusive education ● Good DIY skills to carry out minor repairs as required ● Some familiarity with IT systems Google sheets/adobe ● The ability to prioritise and manage a heavy workload effectively
4. Leadership and management	<ul style="list-style-type: none"> ● Ability to deliver results to a demanding timescale ● Ability to lead, motivate, support, challenge and develop staff to secure improvement ● Effective oral and written communication skills are vital ● Maintenance of purposeful and positive ethos through effective leadership and day-to-day management
5. Personal qualities	<ul style="list-style-type: none"> ● Honesty ● Work on your own initiative ● The desire and ability to face challenges head on ● Enthusiasm, humour and initiative ● Patient and calm ● The ability to engage with various companies ● Dedication to the role, resilience and willingness to learn ● The skills to act quickly where the progress or safety of a child is at risk ● An excellent record of attendance and punctuality ● Adaptable and a team player ● A commitment, and the flexibility, to provide out of hours support when necessary ● The willingness to go above and beyond to ensure that all children are safe ● To adhere to all safeguarding regulations set out by the school ● To be available for all internal and external training that the school requires ● To work with a rota system, that will see you working between 6am till 7pm on a 8 hour shift