

Inspire Partnership Academy Trust Site Supervisor Job Description & Person Specification	
Role:	Site Supervisor
Location:	Woodhill Primary School
Contract:	Permanent – All Year Road
Salary:	Grade 5 - Spine Point 13 to 15 (£33,010 to £33,985 per annum) - NJC Outer London
Hours of Work:	Monday - Friday – 35 Hours Per Week
Reports to:	Headteacher or their delegated alternative
Responsible for:	Assistant Site, Premises or Facilities Supervisors or Caretakers as may be in place at the school to support the role of Site Supervisor

Purpose:

Working closely with the school leadership team and with support from the Trust-wide Premises team to take the lead on all aspects of site and premises maintenance and compliance to ensure the school is maintained as a resource that effectively meets the educational needs of the pupils. Working to a high standard on aspects including but not limited to matters of security, health & safety, cleanliness, portorage, maintenance of buildings, grounds and equipment; servicing, repairs and general upkeep. To support and facilitate contractors, services and works arranged centrally or locally.

Main Responsibilities:

1. Ensure all work and duties are undertaken in line with organisational values
2. Being first and main point of contact for premises and site issues and operations
3. Being an on-site contact throughout the school day
4. To operate and ensure others operate in accordance with relevant policies and procedures
5. Responsible for day-to-day property and asset management
6. To work with and advise school leaders on matters of property maintenance and safety
7. Support, coordinate, supervise and report on works and activities taking place on the site
8. To provide updates to leadership on activities and work undertaken towards the management of the estate
9. To lead and engage proactively with neighbors and other stakeholders on premises and site related matters
10. To maintain positive relations with contractors and suppliers advising of any concerns
11. To ensure contractors and estates related work maintain good safeguarding practice at all times including vetting and checking of DBS
12. Take responsibility for effective implementation of contracts taken out by, allocated or novated to the school

13. To take lead responsibility for all contractors working on site.
14. To monitor and supervise the work of services providers including cleaning and catering, maintaining positive relations at all times
15. Plan organize and schedule effectively work and tasks including prioritizing as necessary
16. To ensure all risk assessments, method statements and permits are in place and followed at all times for own works and works by others on site
17. Making sure work is approved and signed off appropriately
18. Lead and undertake the opening and closing procedures of school buildings and grounds including systems and physical security and being principle keyholder
19. Monitoring of site security making recommendations to improve where necessary
20. Being available for works outside of school hours/days and for alarm, monitoring and emergency call-outs
21. To ensure adequate cover by self or others to maintain safe and compliant operations including on-call where necessary
22. Keeping school leaders and Trust Premises team informed about extended absences from home
23. Conduct routine safety and compliance checks, including:
 - Daily checks of school buildings and grounds
 - Fire safety checks
 - Check fire exit routes and doors
 - Check firefighting equipment is in place
 - Check alarm panel showing no faults
 - Weekly fire alarm tests
 - Weekly water safety (legionella) flushing
 - Supporting any Trust-wide compliance and testing
24. To promote a positive approach to health & safety and to identify and support training needs
25. Apply policy and advise on compliance or recommendations for improvements
26. To proactively lead on drills and evacuations for fire and other emergencies and to liaise with emergency services
27. To lead on the implementation of, and to feedback on, plans for emergencies, contingencies and business continuity
28. To maintain high standards of housekeeping and to take pride in school appearance, incl.:
 - Grounds maintenance including hard and soft landscaping areas
 - Grounds safety including relating to weather and seasonal issues (clearing of snow and leaves etc.)
 - Painting and decoration
 - Essential repairs and basic DIY works

- Waste management coordination
 - Keeping the grounds clean and tidy
 - Drainage, gullies and guttering to be kept clean and free from obstructions
 - Safe storage and usage of tools and equipment
 - Safe use, storage and management of chemicals and substances in accordance with COSHH requirements
29. To keep all premises related equipment and tools in good order at all times
 30. To undertake portage and manual handling duties including mail, deliveries, furniture and equipment moving as required by school and activities
 31. To manage stock levels and supply of consumables and chemicals
 32. To undertake cleaning and tidying duties as required internally and externally including litter and after sickness etc.
 33. To undertake basic gardening tasks including weeding and planters etc.
 34. Facilities maintenance support:
 - Checking on plant, equipment and energy usage
 - Reporting faults and supporting repairs and maintenance works
 - Advising on improvement needs
 - Undertaking routine maintenance tasks for buildings and equipment
 35. To input to and use any relevant tools, databases or estates management systems (such as Parago) keeping them accurate and up to date at all times
 36. To keep comprehensive and detailed records of maintenance requests and works, including paperwork and logging on relevant systems
 37. Help identify and prevent wastage of energy or other resources and to inform sustainability improvements
 38. Procure, manage and undertake small projects and DiY jobs
 39. Providing and sharing schedules of planned and completed works or projects
 40. Maintaining records and documentation making them accessible for inspection as required
 41. To engage positively and proactively to support lettings and other building users such as wraparound clubs and services, ensuring they are monitored and operated safely and in accordance with policy and contracts or agreements
 42. Advise and support on the development of lettings and other external party arrangements
 43. Positively support central procurement of goods, services and works such as contracts, service agreements and projects including the provision of information, documentation, costs and facilitating enquiries and visits
 44. Lead on local procurement of Premises related goods, services and works within the school, including liaising with the Finance Team in regarding to the purchase order processes.

45. Adherence to procurement and financial policies and procedures including for quotations and the placing of orders
46. To lead on development of costed local maintenance, servicing and projects; planning for the next three years
47. Keep track of project and works costs and spending needs and report accordingly
48. Support the setting of budgets and reviewing financial matters relating to premises and health & safety.
49. Facilitate and participate in site audits and assessments, prioritising remedials and improvements where needed
50. Participation in school performance management and appraisals as well as other line-management requirements
51. Participate positively in training, CPD and Premises team work and activity across the Trust
52. To be sufficiently competent in relevant matters of health & safety undertaking training where required
53. To meet and communicate regularly with school leaders, Estates leaders and other site team members at other schools and to participate positively in meetings and briefings both formal and informal
54. To support the safety and comfort of children, staff, contractors and visitors to the site
55. To support and work at other schools within the Trust as necessary

Note: This job description may change, and any changes will be made in consultation with the post holder.

PERSON SPECIFICATION:

Essential Requirements:

1. Ability to proactively support and deliver against organisational values
2. Good working knowledge of school estates
3. Experience in premises maintenance, including cleaning, repairs, and general upkeep
4. Knowledge of health & safety regulations and compliance procedures
5. Ability to plan, organize and adhere to work schedules effectively
6. Ability to effectively prioritize tasks
7. Good communication skills and the ability to work with contractors, staff, and management
8. Willingness to work flexible hours and respond to emergencies
9. Physical fitness for manual handling tasks
10. Basic handyman skills, including safe use of power tools
11. Ability to ensure the safety and security of school premises and pupils at all times
12. Commitment to ensuring good safeguarding of children at all times

13. Experience of supervising operative staff on day-to-day operational activities and planned or project works
14. Understands the different policies, strategies and action plans in place and their purpose in managing the estate
15. Experience of giving appropriate challenge to ensure that work is effectively managed within approved arrangements
16. Understands the principles of budget management and how these are used in the organisation
17. Experience of identifying and addressing risk across the site
18. Experience of supervising external contractors on site
19. Ability to challenge suppliers where slippage or issues occur
20. Awareness of and ability to support what live contracts on site are expected to deliver
21. Good level of experience in adhering to set procedures and guidance for procurement
22. Awareness of business continuity and emergency planning processes in place across the organisation, ensuring staff follow them effectively
23. Gains an understanding of where key documentation is stored and held across asset registers and database systems
24. Understands, adheres, and promotes compliance with statutory guidance and documentation, such as safe asbestos management internally and to third parties
25. Understands the importance of obtaining and recording condition information
26. Understands the importance of accurate and up to date condition, compliance, and sufficiency data across the estate for effective estate management
27. Experience of carrying out checks and providing advice and support to ensure the estate is fit for purpose
28. Experience of ensuring that resources are used in an efficient manner
29. Experience of creating and updating data management systems, including historical data, in support of estate strategy
30. Good IT skills and ability to work with estate database systems for monitoring and uploading documentation
31. Good understanding of the efficient use of buildings to help reduce energy and achieve value for money
32. Good understanding of how to operate building systems and controls (such as heating systems and building management systems)
33. Working knowledge of health & safety legislation, premises-related statutory compliance requirements, standards, and best practice
34. Ability to recognize weaknesses and failings against statutory requirements in the operation of the estate
35. Understanding escalation policies for higher risk health and safety issues

36. Understands the importance of audit trails and evidence recording
37. Experience of supervising operative staff in conducting minor maintenance work on estates and premises in accordance with health & safety, any other relevant legislation and site security/ competency assessment measures
38. Experience of managing the delivery of preventative maintenance and reactive maintenance within budgetary, time and health and safety requirements
39. Willingness to undertake regular training and skills development

Desirable Qualities:

1. Previous experience in a similar role within an educational setting
2. Knowledge of contract cleaning and catering practices and supervisory experience
3. Training and/or qualifications in carpentry, plumbing or electrical work
4. Understands the principles of space requirements, allocation, and utilisation in a school environment
5. Understands the role senior leadership and governing body play in how the estate is managed
6. Understands the approval processes for estate activities
7. Understanding the role of financial/budgetary statements in estate management
8. Understands the legal interests held by others that impact on the day-to-day management of land and buildings
9. Understands how to assess the physical condition of the estate from data
10. Understands how accurate historical data can be used in planning
11. Experience of maintaining records on energy and water use and waste
12. Awareness of how climate change affects the school estate
13. Experience of supporting external audit and specialist consultants

Note: The person specification outlines the key requirements for the role of Premises Assistant. Candidates should possess the essential requirements, and desirable qualities will be advantageous.

June 2024