

The Oaks Academy

JOB DESCRIPTION

JOB TITLE	Site Supervisor	GRADE	5
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BASIC JOB PURPOSE

- To have overall responsibility for the whole school site and resources to provide a safe, efficient and effective learning and working environment for students and staff.
- To manage, develop and support the Site Teams and the school to ensure high standards and to contribute to the school vision.
- To undertake minor repairs and portering duties
- To supervise the caretaking and cleaning teams as required
- Primary Key Holder

MAIN RESPONSIBILITIES

1	Responsibility for ensuring Health & Safety and compliance checks and procedures are carried out to maintain a safe working and learning environment in accordance with relevant legislation.
2	Responsibility for accurate and timely record keeping and reporting of weekly and monthly checks such as L8 flushing, plant room and alarm tests, fire safety checks and logs, emergency lighting tests. Ensuring that remedial works are carried out where necessary.
3	Line management of the Caretaking and Cleaning team. Ensuring continual coverage within specific times during both term time, school holidays and evening and weekend lettings. Carrying out Performance Management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.
4	Responsibility for ensuring the security of the site and buildings both in term time and school holidays.
5	Ensure buildings are locked and unlocked at appropriate times (including opening and closing); setting and disarming of the alarm systems
6	As a primary key holder, be prepared to attend out of normal working hours as and when required.
7	Ensuring the maintenance of the site, including: <ul style="list-style-type: none"> • Organising minor repairs and decoration that can be done in-house • Keeping fixtures, fittings and furniture in a good state of repair • Maintaining a rolling programme of decoration and refurbishment • Controlling litter, and disposal of rubbish and redundant equipment
8	Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems etc. are carried-out on a regular basis.
9	Supervision and monitoring of routine contractors, such as grounds maintenance, hygiene and cleaning contracts to ensure a high standard of work is maintained.
10	Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.
11	Overseeing new building and refurbishment programmes and acting as a point of liaison between contractors and the school.

12	Preparing the site for major events, including Open Evenings, Rewards Celebrations, Year 7 Induction Evening and Governors meetings.
13	Ensuring that all expenditure is within budget limits, that all purchasing is in accordance with best value guidelines and regularly reviewed, and that all necessary procedures for authorisation are followed before any commitments are made.
14	Keep accurate and appropriate records, ensuring that they are available for inspection.
15	Keeping up to date with changes in legislation, (especially health & safety) and best practice in facilities management.
16	Organise and carry out portering and cleaning duties (including the moving of heavy furniture)
17	Carry out banking duties as required by the School.
18	To undertake personal professional development activities, as agreed.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.