

JOB DESCRIPTION

Job Details

Post Title	Site Supervisor
Responsible to	Line Manager

Purpose of job

To be responsible, under the direction of the Site Manager, for the maintenance and security of the school premises and site, ensuring a safe working environment.

Responsibilities

1. Ensure building is fit for purpose, ensuring all agreed procedures and checks are followed rigorously.
2. Perform duties in line with health and safety regulations and school policy and take action where hazards are identified. To report serious hazards to the line manager immediately. Ensure accurate records are kept relating to H&S, maintenance and security.
3. Provide prompt support in maintaining the building and grounds to a high standard by carrying out essential maintenance in line with established procedures. Arrange emergency repairs or commission specialist contractors, under the direction of the Site Manager, where appropriate or as per the planned and authorised schedule of works.
4. Ensure building systems environment, including heating, cooling, lighting and security, is fit for use.
5. Arrange regular maintenance and safety checks. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
6. Undertake general portage duties including moving furniture and equipment within school. Oversee and monitor delivery of any specialised activity.
7. Supervision of the site team in the absence of the Site Manager.
8. Contribute to contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the health and safety of staff and students and minimise disruption.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

1. Transporting on a school minibus academy staff and/or pupils as and when required (full accreditation and licensing required).
2. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment.
3. Provide ad hoc informal training on health and safety issues to other staff.
4. Act as a designated key holder, providing out of hours and emergency access to the school site.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Site Supervisor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Site Supervisor will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Site Supervisor is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Site Supervisor will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Site Supervisor is employed for 35 per week for 52 weeks

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Site Supervisor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Site Supervisor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Beanfield Primary School

Site Supervisor Person Specification

Education and Qualifications	Criteria	Assessment
Educated to GCSE level in Maths, English and IT	E	A
Qualification in plumbing, electrics or carpentry	D	A
A commitment to professional development, evidenced by higher education or work place training	E	A/I

Experience	Criteria	Assessment
Experience of managing a team	E	A/I
Experience of managing significant budgets	E	A/I
Experience of liaising and managing contractors	E	A/I

Knowledge and Understanding	Criteria	Assessment
Knowledge of maintaining a large public building	E	A/I
Knowledge of managing and operating fire and security systems	D	A/I
Health and Safety Legislation	E	A/I

Skill	Criteria	Assessment
Knowledge of compliance systems such as Every	D	A/I
Knowledge of data protection, security and confidentiality	D	A/I
Good computer skills, including all Microsoft office packages.	E	A/I

Personal Qualities	Criteria	Assessment
Be able to demonstrate a commitment to personal professional development.	E	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the senior leadership team.	E	I
High expectations of self and others.	E	I
Flexible and adaptable.	E	I
Maintains confidentiality and discretion	E	A/I

Criteria Key

- E** Essential
- D** Desirable

Assessment Key

- A** Application Form
- I** Interview