

Job Title: Site Supervisor

Reporting to: Principal

Grade: Band 5/6 (SCP 14-17)

Overall Purpose of the Post

Under the direction/instruction of appropriate senior staff, assist in the provision of maintenance and security services on the academy premises and site, thereby ensuring a safe working environment.

Main Duties and Responsibilities

- Lock/unlock academy buildings and areas.
- Assist with regular security checks and identify security risks, notifying the Site Supervisor/Site Manager.
- Operate and respond to alarm systems where appropriate.
- Undertake lettings.
- Monitor fire safety equipment.
- Undertake/ assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture.
- Operation of heating, cooling and lighting systems.
- Collect and assemble waste for collection.
- Undertake cleaning duties including graffiti removal, litter-picking.
- Undertake emergency cleaning duties.
- Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance.
- Provide emergency access to the school site.
- Undertake activities to maintain a safe and clean external environment e.g. gritting, leaf removal, general weeding.
- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables e.g. soap and towels.
- Report faulty equipment and other maintenance requirements to appropriate person.

- Moving of school furniture as required with due regard to current Health and Safety and Lifting and Handling regulations.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- Undertake/assist with the receipt, distribution, collection and dispatch of goods.
- Undertake and participate in the organisation and movement of furniture within the building.
- Maintain and arrange orderly and secure storage of supplies.
- Operate everyday equipment in accordance with instructions.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
- Willingness to undertake First Aid duties.
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Special Features

- 37 hours per week, all year round (52.14 weeks).

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.