



JOB DESCRIPTION

Job Title: Senior Site Supervisor
37 hours per week/all year round

Salary Range: £24,799 - £26,317

Working Times: Full time, early and late shifts, extra out of hours opening and closing, call-out hours when required.

Reports to: Operations Manager

Responsible For:

- Facilities management including maintenance and repair, cleaning and Health and Safety requirements.
- The cleanliness of the premises and site.
- The state of repair of the premises and site.
- The lighting and heating of the premises, in accordance with the specifications of the Board of Directors.
- The overall security of the premises, in accordance with the specifications of the Board of Directors.
- Ensuring that the premises are open for use as and when required in accordance with the specifications of Board of Directors, and that they are, secure, cleaned and closed after use.
- Planning, supervision, direction and training of the work of all premises staff.
- Premises and cleaning budget monitoring.
- Liaison with the Head Teacher, colleagues in Academy, offices of the LA, contractors, Diocesan representatives, users of the premises and other parties e.g. emergency services, on matters concerned the maintenance of the premises and associated health, safety and hygiene matters.
- All statutory Health and Safety responsibilities.

Main Activities:

- Line management of the site team and cleaning team ensuring safe and clean buildings and grounds, to required standards.
- Undertake skilled repairs, maintenance and building work as required.
- Set up of hall/classrooms for worship, lunch, meetings and events.
- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so it can be removed as soon as practicable.
- Ensuring that all playing areas, paths and steps are swept and free from debris and hazards, that all drains and gullies are free flowing and clean, and that all outside areas e.g. playgrounds, car parks, paths etc. are cleared or salted/gritted and safe in times of bad weather.

- Arrange repair/cleaning/maintenance according to prescribed schedule using internal staff and external companies, as required.
- Ensuring that adequate supplies of personal hygiene products e.g. toilet rolls, soap, paper towels etc. are available.
- Ordering of all cleaning and maintenance equipment under the direction of the Operations Manager.
- Ensuring that all equipment and machinery used by site and cleaning staff is in a safe working condition and stored properly stored when not in use. Liaise with contractors on repair and maintenance of such equipment as appropriate.
- Instructing site and cleaning team in the safe use of equipment and materials to comply with all health and safety requirements. Monitor, maintain and organise training for the teams as necessary.
- Making regular inspections of the premises and organising any repairs or maintenance work required at the Academy, and to ensure that, if outside contractors are required to make repairs or effect maintenance work, orders are raised in consultation with the Operations Manager; to direct workmen or contractors to the site of repairs and maintenance work and to monitor their presence on site; to check their work on completion.
- Carrying out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage, and in furtherance of this duty, to be aware of the situation of the water and gas mains stop cocks and main electrical fuse box.
- Checking the flushing systems to prevent accidental flooding, making safe and /or removing broken glass, and regularly checking fire alarms and fire-fighting equipment, ensuring that they are in proper working order.
- Monitor flushing routines throughout the school and be aware of Legionella. Complete Legionella training as required.
- Dealing with contractors and ensuring compliance with legislation.
- Reporting any failure of the heating or other plant promptly to the Head Teacher or his designated officer and ensuring that if failures do occur, the proper emergency procedure is initiated to provide heating for the Academy.
- Follow energy conservation programme (e.g. reading meters – electricity, gas and water) as directed by the Operations Manager. Monitor the use of energy within the Academy.
- The security of the premises, together with the contents; routing and non-routine opening of the premises and grounds; setting of the alarm system where provided and testing of the Fire Alarms and emergency call points as required by the Operations Manager.
- Liaison with the Police, and as appropriate security firms and contractors, on the security of the premises, as directed by the Head Teacher.
- Attending training and development activities/courses as and when required.
- Assisting with the recruitment and selection of cleaning and other staff.
- Assisting in the training of all premises staff. This includes assessment of training needs, arrangements in the delivery of training and liaison with all appropriate parties on training and development matters e.g. LA, consultants etc.
- Placing and managing orders for work, materials and equipment as required.
- Regular site inspections, reporting to Head Teacher in regard to current concerns, updates and required maintenance or cleaning across the whole site. Provide half termly written update reports to the Operations Manager.
- Assisting in instructing all premises staff on matters concerned with health and safety at work with particular regard to working practices, use of equipment and materials e.g. in respect of C.O.S.H.H. and other regulations and liaising with all appropriate parties on health and safety matters as directed by the Head Teacher e.g. LA, contractors etc.

- Ensure swift portorage of goods and materials and the movement of furniture and equipment; taking delivery of goods and materials for distribution or storing.
- Preparing the premises and site for after Academy activities and ensuring that the premises/site are prepared for normal Academy activities. Making the premises available for out of Academy activities on evenings and at weekends as required and securing and cleaning the premises after use.
- The removal from storage and laying out of desks for exams, the replacement of desks after exams and the moving of desks during exams.
- Deputising as the main site contract with contractors on architect led capital projects, where required.
- Deputising for the Operations Manager in the management of capital projects, both during and after completion.
- Driving the Academy minibus as and when required.
- Conduct regular Line Management reviews and appraisals with site team.
- Any other duties which could reasonably be construed as being within the remit of the post.
- Commensurate with Health and Safety and in common with all other employees.
- To request unknown persons on site to furnish proof of identity; further to prevent trespass on Academy premises or grounds, referring to the Headteacher or other teaching staff and police where necessary. Where appropriate to prevent unauthorised parking and use of vehicles on the Academy site. The employee must not put themselves into hazardous situations.