

## JOB DESCRIPTION

<b>SCHOOL:</b>	Venerable Bede CE Academy
<b>POST TITLE:</b>	Site Supervisor
<b>GRADE:</b>	SCP4 pts 7 - 11
<b>SALARY:</b>	£20,444 - £22,129
<b>Reports to:</b>	Premises & Office Manager
<b>Contracted Hours:</b>	37 hours per week / Whole Year
<b>Working Times:</b>	Full time, weekly early and late shifts, extra out of hours opening and closing, out of hours call-out as required.

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### Main Activities:

#### *General Duties*

- Undertake skilled repairs, maintenance and building work as required.
- Removal of all rubbish and broken furniture including safe storage outside.
- To escort and supervise contractors in regard to repairs and maintenance and escalate concerns to Line Manager.
- To carry out authorised procedures in the event of fire, flood, breaking and entering, accident, major damage or terrorist/bomb threat. To be aware of all mains isolation points.
- Delivery and portage of goods and materials as directed, including furniture around site.
- Open and preparation of the premises and site for after-hours or weekend activities as required.
- To prepare all exam areas prior to and on completion of mock/external exams.
- To prepare halls or classrooms for worship/lunchtime/assembly/exams as necessary, moving furniture as required.
- To support in the decoration and maintenance of the building, carrying out minor repairs and redecoration as required.
- To clean guttering and empty bins around the site in line with maintenance schedules.
- Repair lockers where appropriate.
- Driving the Academy minibus as and when required.
- To work alongside the cleaning team to ensure premises/grounds are cleaned to specified standards.

#### *Security & Access*

- General security of premises and grounds in accordance with the specifications of the Dayspring Trust.
- Ensuring that the premises are open for use as and when required, setting the alarm system and testing of the Fire Alarms.
- Liaison with the Police, and as appropriate security firms and contractors on the security of the premises and its contents.
- Prevent unauthorised parking or entry to the Academy site, where safe to do so and report to the Head Teacher/Police as necessary.
- Be a named key holder for the premises.

### *Health & Safety*

- Responsibility for all playing areas, paths, drains and gullies including shrubbery as required to ensure they are maintained to a safe condition at all times.
- Carry out all flushing checks in line with Legionella training.
- Carry out minor plumbing repairs to prevent accidental flooding.
- Making safe/removing broken glass or rubbish around site that is hazardous to pupils and staff
- Liaise with contractors to ensure they are compliant with statutory requirements.
- Complete appropriate paperwork and maintain premises files as required.
- Grit/clear playgrounds, car parks, paths etc when required.
- To ensure that all equipment and machinery is in a safe working condition, correctly stored and follow the repair and maintenance schedule.
- Carry out frost procedure and routine inspection as necessary.
- All statutory Health and Safety responsibilities.

### *Heating & Plant Machinery*

- Report any failure of the heating or other plant promptly to the Head Teacher/ designated officer following emergency procedures.
- Duties in connection with the energy conservation programme (e.g. reading meters – electricity, gas and water) as directed by the Line Manager and assisting in monitoring the use of energy.

### **SUPPORT FOR THE ACADEMY:**

- Contribute to the overall ethos/work/aims of the Academy.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend all relevant team/Academy meetings.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Duty supervision as required.
- Undertake First Aid qualification and first aid duty as required to support the Academy.
- Participate in statutory and other training as required; comply with all Dayspring Trust policies.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed: ..... Date: .....

## PERSON SPECIFICATION

**POST TITLE:** Site Supervisor

**GRADE:** SCP4 (Pts 7-11)      £20,444 – £22,129

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Basic skills/induction.</li> <li>• Willingness to participate in training and development opportunities.</li> <li>• Hold or be willing to undertake first aid training.</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training.</li> <li>• IOSH certificate.</li> <li>• Health &amp; Safety training.</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• DIY experience at the level of minor maintenance.</li> <li>• Care and maintenance of premises, including security.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment.</li> <li>• Experience of working with heating/water systems.</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety requirements.</li> <li>• Knowledge of security systems and procedures.</li> <li>• Able to carry out set instructions and seek clarification where necessary.</li> <li>• Understanding of appropriate cleaning methods and standards.</li> <li>• Basic DIY skills.</li> <li>• Ability to follow and comply with instructions on equipment/machinery.</li> <li>• Good communication skills and the ability to work effectively with a wide range of people.</li> <li>• Able to deal with emergencies outside normal working hours, following set procedures.</li> <li>• Ability for some heavy lifting.</li> <li>• Is able to prioritise daily workload.</li> </ul>	
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner.</li> <li>• Polite and punctual.</li> <li>• Reliable.</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school.</li> </ul>	