



Sponne School

Job Description



Job Description

Title: Assistant Site Supervisor /PAT tester

Reports to: Site Manager

Date: April 2026

Based in: Sponne School

Hours: 16 hours per week, 4 days a week, 52 weeks per year

Hours of work would *usually* be 7am - 11am but could change dependant on the needs of the school, with opportunities to condense hours during the school holidays if appropriate and by mutual arrangement.

Grade: Grade F points 6-7 FT £25989 - FT £26403, pro rata £11238 - £11417

Job Context

The school has approximately 1412 students and 170 staff. The site consists of buildings of varying ages along with mobile classrooms, sports halls and 2 fields. The role exists to support the Site Manager and Senior Site Supervisor in the structural upkeep, health and safety and maintenance of all areas of the school. This includes the buildings, grounds, plant and machinery plus all related aspects such as security, development, cleanliness and out of hours community use. In addition, the role will cover the PAT testing of portable appliances across the school ensuring electrical safety.

Key responsibilities

- To support the Site Manager and team as required in the early morning set up of the school.
- To undertake general site duties such as semi-skilled repairs (internal and external) and grounds works as required.
- To carry out and lead on PAT (portable appliance testing) across the school site on a rolling basis.
- To promote and work within the parameters of Health and Safety requirements.
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Job Description:

Early morning set up of the school

1. To undertake portering duties across the site including deliveries, furniture and equipment as required for the set up of the school for morning operations. To include the set-up of the school hall for assemblies or other events.
2. To undertake general duties as directed by the Site Manager in response to emergencies or last-minute requests.

General Site Duties

3. To undertake semi-skilled repairs, projects and developments on site including decorating,

- carpentry, basic plumbing etc. commensurate with qualifications and skills to do the task.
4. To undertake some cleaning duties as required such as when cleaners are absent or as part of the site requirements, plus litter picking and arranging appropriate disposal of waste.
 5. To assist the Site manager and premises team in undertaking grounds works such as sports markings, grass cutting, leaf clearing and some pruning as directed and required.
 6. To assume joint responsibility with the Premises Team, for ensuring staff and students have the appropriate environment in which to study and teach.

PAT (Portable Appliance Testing)

7. To carry out on a rolling basis, the PAT testing of all portable equipment in the school, excluding Science and D.T.
8. Recording the PAT test results on the Civica system.
9. Taking responsibility for ensuring the other technicians (Science and D.T) who carry out PAT testing are trained and are up to date with their PAT testing duties.
10. To assist in managing the inventories of equipment for all faculties including recording newly purchased items.
11. Ensuring that disposals are carried out in accordance with school procedures.

Health and Safety

12. To assist in promoting Health and Safety compliance across the whole school
13. Carrying out any tasks as directed by the Site Manager in relation to Health and Safety.
14. To follow the Sponne Health and Safety handbook and risk assessments when carrying out tasks

Other

15. To undertake any other reasonable duties as instructed by the Site Manager, the School Business Manager or Headteacher.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead. Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in

relation to the post for which you have applied.

March 2026