**Job summary**

The Facilities Supervisor will lead in all aspects of site management to ensure a safe, secure, and well-maintained environment for the full City Academy Bristol site, including CLF Institute, City School and off site provisions. They will promote an appropriate Health and Safety culture ensuring all relevant Health and Safety regulations and guidelines are always adhered to.

**Primary duties and responsibilities**

**Relationships**

* Build and maintain effective working relationships with your line manager and team members to ensure the smooth provision of a comprehensive facilities service.
* Establish and maintain positive and professional relationships with the Principal, academy Operations Manager and academy staff.
* Communicate effectively and professionally with other academy staff, students, and visitors to the academy.
* Maintain good working relationships with external service providers, contractors, and suppliers, as and when required.
* Establish and maintain positive and professional relationships with colleagues in the sports team to ensure sites are appropriately used and locked up during out of hours activities.
* Adopt an appropriate communication style depending on the nature of the communication.

**People management**

* Lead the premises team, providing support and guidance, and coordinating resources and workload to ensure team members meet academy needs and are performing in line with expectations. Can be required to address concerns and training needs as necessary, management of planned and unplanned absence, and coordinate professional development in coordination with the Facilities Manager and Deputy Facilities Manager and strategic objectives.
* Coordinate and manage internal and external contractors whilst on site. Induct all contractors, provide clear instructions and issue permits as required i.e., RAMS, Hot Works, Permit to Work, and inspect work carried out.
* Delegate tasks as appropriate to relevant premises staff or outside contractors as applicable.

**Resource management**

* Support the Facilities Manager and Deputy Facilities Manager regarding the health and safety & fire risk assessment of the site. Ensure all duties are carried out in line with all health and safety and COSHH legislation as well as academy policy and procedures. May have specific responsibilities regarding health and safety systems or duties.
* Responsible for security activities within the academy including the process of opening and closing of the site and the operation and maintenance of security alarms. Undertake weekly fire alarm testing.
* Support with the facilitation of the use of the site for additional or non-standard activities outside of educational hours such as after school meetings, hiring of spaces and parent’s evenings amongst others. Provide support for supplementary school events on a regular basis at weekends.
* Ensure WAFES compliance in line with Federation and academy procedures.
* Monitor the use of energy and undertake measures to conserve energy to ensure the site is run as economically and environmentally friendly as possible securing best value for money.
* Act as a key holder to the site (where required) and respond to emergency call outs in line with procedure (where required).
* Carry out repairs and maintenance to the premises and grounds as instructed.
* May have responsibilities for stock control, ordering and safe storage of equipment, supplies and consumables. Assist with the maintenance, stock control, compliance testing and upkeep of all building services cleaning & maintenance products, academy furniture, site related & safety tools and equipment.
* Assist in the upkeep of the fleet of minibuses ensuring they are safe for use. May be required to drive a minibus (where relevant) for which appropriate training will be provided.
* Support other areas of facilities team where needed and in absence of other supervisors, including cleaning team, catering team and sports and events team.
* Ensuring the safe maintenance and security operation of all school premises including offsite areas such as Whitehall.
* Ensure expenditure is kept with authorised budget limits by completing financial returns where necessary – staff timesheets, Purchase Order Forms.
* Ensuring the continuing availability of utilities, site services and equipment.
* Organise room changes, set up, and remove furniture, as required.
* Update records in an accurate and timely manner.
* Quality assure work and ensure materials/equipment are used properly and safely.
* Ensure all team duties are carried out in line with Health & Safety and COSHH legislation.
* Ensure all written and electronic data entry, accounts, reports, records and other documentation are completed in an accurate, comprehensive and timely manner and any submissions are appropriately authorised.
* Wear protective clothing as required and instructed.
* Comply with instructions relating to safety, security, and confidentiality.

**Decision making**

* Identify and report health and safety hazards, damage or other site related issues, deal with them appropriately and in line with regulations, academy policies and procedures.
* Assist with setting the priorities for maintenance and repair.
* Ability to make quick and informed decisions regarding site matters, for example, closing a classroom on health and safety grounds if deemed to be unsafe.
* Responsible for own quality of work and completion to deadlines.
* Adapt approach to respond appropriately to situations that arise.
* Utilise and analyse information to make good, informed decisions within post holder’s remit.
* Recognises where appropriate to manage the situation oneself and where appropriate to delegate or seek further input.

**Work demands**

* Work demands will range from planned day to day duties, meeting strict internal and external deadlines to responding to ad-hoc enquiries and situations as they arise.
* Manage a busy workload and meet deadlines, seeking support as required when faced with conflicting priorities.

**Physical demands**

* Substantial physical effort required. This role will involve maintenance tasks including use of equipment and substances.
* Some working at heights as required.

**Working conditions**

* Role is an academy-based role. May be required to carry out some duties, such as training at other academy sites.
* Work will involve working both inside and outside in all weathers.
* Appropriate protective clothing to be worn in line with safety regulations and academy procedures.
* Role is likely to involve working with some potentially hazardous equipment and substances such as power tools and pesticides.

**General expectations**

**Behaviour expectations**

* Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
* Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
* Champion the success and life chances of **All children.**
* Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
* Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

**Expectations of jobholder**

* Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
* Be committed to safeguarding and promoting the welfare of children and young people.
* Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder’s work.
* Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
* Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
* Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
* Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
* Undertake such other duties as are commensurate with the grade of the post.
* The academy is a designated non-smoking site.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

**Signed: Name: Date:**