

Post title Regional Site Supervisor

Salary and grade: NJC19 to 23

FTE 37 hours/52 weeks

**Line manager/s:
Team** Assets & Facilities Lead



Main purpose of the job:

The Regional Site Supervisor will play a key role in ensuring the day-to-day safe, effective, and compliant operation of the school site(s), including buildings, facilities, and grounds. Although primarily based at one school in a particular region, the role forms part of the central team and will be required to support other sites locally, particularly during holiday periods, absences, or for Trust-wide maintenance programmes.

The Regional Site Supervisor will work under the guidance of the Assets & Health & Safety Lead and collaborate closely with the central Estates Team and school leadership, ensuring that schools provide a safe and welcoming environment for pupils, staff, and visitors. The role supports the Trust's commitment to excellent estate management, health and safety compliance, and responsive maintenance.

Key duties and responsibilities

Site Management & Maintenance

- Carry out and oversee day-to-day site duties, including reactive repairs, planned maintenance, security, and general upkeep of the premises.
- Carry out repairs and maintenance as part of the asset management plans
- Be the main point of contact for on-site contractors, ensuring safe access, appropriate supervision, and high standards of work.
- Ensure the school site is clean, safe, and secure, including during school holidays and out-of-hours events.
- Conduct routine checks of the site (e.g. fire alarms, emergency lighting, legionella flushing, playgrounds).

Compliance & Health & Safety

- Ensure the sites are compliant with health and safety regulations, working closely with the central team to complete checks and audits as required.
- Maintain site documentation and records in line with Trust systems and expectations (e.g. iAM Compliant).
- Support with emergency procedures (e.g. fire evacuations, lockdown drills) and act as keyholder for the site.

Asset Management

- Support Trust schools/sites in a particular region, including during staff absence, school holidays, and for larger project work

- Participate in central training and site meetings to share knowledge and ensure consistency across the Trust.
- Provide feedback on site condition and improvement needs to the Assets & Health & Safety Lead.
- Support delivery of minor works and Trust-led improvement projects.

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team consistent with the grade of the post and the experience of the Postholder.

Equal opportunities

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Safeguarding

- Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications	Qualification in Maths and English (GCSE/GCE/CSE or equivalent)	•	
Experience	Ability to carry out basic repairs without guidance	•	
	Knowledge of Health & Safety and COSHH Regulations and how these impact on the workplace	•	
	Basic knowledge of maintaining plumbing, joinery and electrical installations	•	
	Ability to carry out health and safety checks and maintain relevant records such as risk assessments	•	
	The capacity to use ICT		•
Personal Effectiveness	Ability to work as part of a committed team	•	
	Self-confident with the ability to transmit appropriate messages to appropriate audiences	•	
	Works reliably under pressure	•	
	Enthusiastic, resilient and self-motivated	•	
	Ability to work flexibly to specified and demanding timescales	•	
	The flexibility to meet the full range of job requirements	•	
	High ethical standards and the ability to engage effectively with staff across the Trust		
	Available for emergency call outs		•
Interpersonal Relationships	Able to build and maintain key client relationships.	•	
	Demonstrate a commitment to supporting each other to make the school environments places to be proud of.	•	
	Positive attitude towards learning and development of self and others through continuing professional development.	•	
General	Able to travel to various locations within a reasonable timescale – a full driving licence is essential.	•	