

**Job Description for School Site Supervisor**

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| **Job Title:** | **School Site Supervisor – Newhouse Academy** |
| **Contract Information:** | 37 hours per week  8 am to 3:45pm  All year round  26 days annual leave entitlement + bank holidays for employees with under 5 years service **Or** 31 days annual leave entitlement + bank holidays for employees with over 5 years continuous service. |
| **Responsible to:** | School Manager |
| **Responsible for:** | Premises and Facilities assistant x 2, Cleaner in charge, Community lettings assistant |
| **Terms & Conditions:** | NJC, Support Staff Terms and Conditions |
| **Salary Range:** | NJC Grade 6 / SO1 Scale Points 19 - 25 (starting point dependant on experience) |
| **Other:** | 2 months notice period |

**Background & Vision:**

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

**Values:**

Our values are at the heart of what we do. These are:

**Aspiration** – Being ambitious and doing your best.

**Integrity** – Being honest and doing what is right.

**Respect** – Being considerate and thinking of others.

**Purpose of the job:**

The Site Supervisor will manage a team of site staff, ensuring the school premises and grounds are safe and secure.  The postholder will ensure routine and unplanned maintenance, porterage and minor repairs are completed.  The postholder will be responsible for other aspects of site. Including the supervision of contractors, site use and planning.  The post holder will ensure health and safety policies and procedures are complied with at all times.

### ORGANISATIONAL CHART

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| Headteacher | |
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| School Operations Manager | |
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| School Site Supervisor | |

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| Cleaner in charge |

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| Premises and facilities assistant x2 |

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| Community lettings assistant |

### CONTROL OF RESOURCES

### Personnel: Direction, support, supervision and motivation of self and any staff the post holder has line management responsibility for.

### Financial: n/a

**Relationships (internal and external):**

Internal: 1. Teaching and support staff within the school

1. Stakeholders of the school
2. Voluntary helpers
3. Students

External: 1. Parents/Carers

2. Visitors to the School

**Health & Safety**

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school’s policy and the Health and Safety at Work Act, 1974.

**Training and Development**

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school’s Performance Management framework.

**Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

1. **MAIN RESPONSIBILITIES**

**Line Management:**

To complete the line management duties for the following roles:

* Premises and Facilities Assistants x 2
* Cleaner in charge
* Community Lettings Assistant

**Security and supervision:**

* To organise and manage the work of the site and cleaning teams.
* Act as a key holder and carry out security procedures for the building and grounds.
* To ensure the opening and locking of the school premises, ensuring the school site is secure.
* To responding to calls outside normal hours and attend out of hours in emergency situations that may arise.
* To ensure security systems are in good working order and maintained.

**Caretaking and Maintenance:**

* To identify and prioritise maintenance requirements and prepare and organise work programmes. For example, fire safety systems, water safety checks, heating plant, gas safety checks, electrical safety checks.
* To support the School Manager with their project management of works carried out during school holiday/ closure periods.
* To monitor the FM helpdesk and update and maintain the Planned Preventative Maintenance (PPM) schedule.
* To arrange and assist the caretaking team (including the postholder) to carry out first line repairs and maintenance projects which are not beyond the competence of the staff concerned
* Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with Service Level Agreements
* Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
* Preparing the school premises and site for school and non-school activities, ensuring the site is ready for planned activities and there is no impact to students learning. This includes the facilitation of community lettings.
* Manage the online community lettings booking system.
* Support the Cleaner-in-Charge in managing the cleaning of the school premises, furniture, and fixtures and fittings as required.
* To order and purchase site related equipment, materials, and supplies within agreed budgets and in line with finance processes.
* Monitor energy consumption for discrepancies and to suggest ways of reducing energy usage
* Monitor waste management across the school and ensure compliance with legislative requirements
* To liaise with the Exams Team to ensure setup of rooms are compliant to exam conditions and provide our pupils with the best environment.
* To support the safe opening of the school premises during unplanned events, such as inclement weather, flooding, snow and ice.

**Health & Safety:**

* Ensuring the implementation and compliance with appropriate health and safety processes throughout the academy liaising with the school manager.
* Monitoring the appropriate Health and Safety procedures in use in the academy and reporting any issues to the School Manager & headteacher.
* To complete regular Health & Safety Walks within the academy, logging and reporting issues identified, and putting solutions in place as appropriate.
* To support with fire procedures, including fire safety PPMs, the participation in fire drills, maintaining a log book of all fire alarms and security drills for inspection purposes.
* To take appropriate actions to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment. To carry out any relevant risk assessments as required by the academy and trust.
* To remain up to date with current health and safety regulations ensure their implementation across the school including maintaining COSHH assessment sheets.
* To ensure all contractors have provided relevant documents in advance of works being completed, and work in line with school procedures when on the premises.
* To be part of the First Aid Team.

**Other Areas of Responsibility**

* Have a high level of attention to detail and provide high quality service across the post holder’s areas of responsibility.
* To contribute to the review of relevant academy policies as appropriate
* To use the Every and Compliance system in school, including ensuring the completion of PPMs and H&S requirements.
* Act on site related queries raised by staff of the school and / or Trust.

**General Responsibilities:**

* The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
* To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To contribute to the Trust ethos, values, aims and development/improvement plan.
* To attend meetings within the Trust, at its academies and external events as required.
* To participate in training and other learning activities and performance development as required.
* To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
* To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
* To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation.  These will be drawn to the postholder’s attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above.  This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the Trust.**

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| Signed | *Postholder* | Date |
| Signed | *Line    Manager* | Date |

**Information for all applicants / postholders:**

***Hollingworth Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.***

***The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.***

***We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.***