

Post Reference: 2689

Job Title: Senior Site Superintendent - LEA

Grade: C1 (Actual Salary £28,142 to £31,022)

Hours: 37 hours per week, full time, all year round

Accountable to: Site Manager

JOB DESCRIPTION

Role:

Under the direction of the Site Manager, you will be responsible for management of the Academy site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the Academy. You will deputise for the Site Manager supporting with the management of other site staff including allocation and monitoring of work. You will also support with overseeing external contractors working on site.

All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

General Duties and Responsibilities:

- Lock and unlock the academy buildings.
- Manage specialist premises function.
- Undertake risk assessment of security risks to the Academy (grounds, premises and contents) including vandalism/arson.
- Allocate and monitor work.

- Operate as part of a management team, involved in planning, managing and monitoring stock levels and budget responsibilities using best value and procurement procedures.
- Lead on discrete areas within an agreed system of supervision.
- Manage maintenance, security and facilities systems on Academy sites and premises.
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking/cleaning staff and contractors.
- Arrange for regular security checks to be undertaken and advise on how security risks can be minimised.
- Manage fire safety equipment provision and scheduling of fire drills.
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Assist in management, supervision and administration of lettings and agreements.
- Oversee the activities of lettings and external contractors on-site and monitor and report on associated budgets.
- Make arrangements for effective response to emergency call outs.
- Be first aid trained

Maintenance

- Support with the arrangements and operation of the preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Support with routine maintenance, repair schedules and specialist repairs to ensure that the general upkeep and maintenance of the premises and grounds is satisfactory as per specific schedule for the Academy.
- Supervise maintenance contractors and undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Ensure that heating and lighting systems are maintained and operated.
- Provide emergency access to the Academy site.
- Undertake specialist cleaning tasks.

- Coordinate deliveries to the Academy site.
- Monitor performance of service contractors and record performance against specified standards.
- Manage the Building Management System ensuring energy efficiency is maximised.
- Where appropriate, organise and manage the vehicle maintenance of all academy vehicles when required.

Resources

- Manage records, information and data, producing analysis and reports
- Support with the creation and maintenance of purposeful, orderly and productive working environment.
- Support with the timely and accurate preparation and use of specialist equipment/resources/ materials.
- Promote and ensure the health and safety of pupils, staff & visitors at all times.
- Provide highly specialist advice and guidance as required.
- Support with the management of Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures.

Senior Responsibilities

- Liaise with outside contractors such as cleaning, catering and grounds maintenance.
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee.
- Comply with health and safety policies and procedures at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Assist in the supervision, training and development of staff. Provide induction training to new staff and visitors.
 - Ensure health and safety policies and procedures are complied with at all times by self and others.
 - Treat all users of the Academy with courtesy and consideration.
 - Ensure safe use by self and others of equipment and materials.
 - Establish constructive relationships and communication with contractors and other agencies/ professionals.
 - Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities.
 - Demonstrate and assist in the safe and effective use of specialist equipment inc. lifts, tools, access equipment etc.
 - Porterage duties inc delivering mail, moving furniture and equipment.
 - All duties outlined are within the provisions of the Local Agreement for Superintendents.
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Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.

- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

Qualifications

E	Participate in development and training opportunities	A I
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Knowledge and Experience

E	Handy person experience	A I
E	Caretaking/Site-keeping experience in a school or similar environment	A I
D	Experience of working with a cleaning environment	A I
E	Handy person experience	A I
E	Caretaking/Site-keeping experience in a school or similar environment	A I
E	Handy person experience	A I
D	Knowledge of basic fire regulation requirements	A I
D	Knowledge of using mechanical cleaning equipment	A I
E	Awareness and understanding of basic safety and security measures	A I
E	Working knowledge of relevant policies/codes of practice/legislation	A I
E	Knowledge of COSHH regulations	A I

Skills, Attributes, and Abilities

E	Ability to use ICT effectively	A I
E	Ability to deal with day to day issues on own initiative	A I
E	Ability to move heavy furniture	A I

E	Possess a good level of DIY skills	A I
Behavioural and other characteristics		
E	Ability to organise, motivate and manage a team	A I
E	Ability to relate to people both in person and on the telephone	A I
E	Ability to relate to children as well as adults	A I
E	Ability to present a positive, person image, contributing to a welcoming school environment which support equal opportunities for all	A I

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Safeguarding and Child Protection policy on our website.