

Job Profile:

Senior Site Superintendent (Primaries)

Salary scale:	C3
Working hours:	37 per week
Normal place of work:	Christ Church Upper Armley CE Primary School (travel across our Trust required)
Responsible to:	Facilities and Estates Manager
Nature of contract:	Permanent



Job purpose:

To be Site Superintendent for Christ Church Upper Armley, taking responsibility for the management of the school site and associated facilities.

To also act as the Senior Superintendent for the Trust across our primary academies, coordinating and managing the effective time of the primary's facilities team, ensuring that compliance is maintained by the team to the highest standard and in accordance with Trust requirements.

Time would be allocated to each role and the role holder will be required to travel across our primary academies.

Job specific responsibilities:

Senior Site Superintendent (Trust primary academies):

- To coordinate primary facilities staffing resources
- To undertake regular site visits and perform site monitoring/checks as appropriate
- To be responsible for performance management and induction of site superintendents, including developing schedules of work regarding site and facilities maintenance and cleaning teams
- To ensure the correct application of procedures in all health and safety matters, promoting good practice and controls throughout the academies, including awareness of and compliance with COSHH
- To ensure that academies maintain and operate accurate and comprehensive records and systems relating to all aspects of Health and Safety of the site, staff, students, visitors and contractors
- To assist with the reporting, investigating and monitoring of actions undertaken with regard to accidents
- To assist with and review risk assessments relating to staff, students, the environment as required and in line with good practice ensuring appropriate control measures are implemented
- To assist with the management of budgets associated with premises and comply with procurement procedures
- To assist with the planning, risk assessment and management of works on site including works carried out by external contractors
- To assist with the provision of robust management of risks associated with complex buildings including asbestos management, legionella management, buildings repairs management
- To ensure that all statutory inspections and servicing takes place including developing a service schedule of specialist equipment (owned by the academy) and ensure servicing and inspection is implemented in a timely manner by relevant departments and ensuring timely PAT testing of academy equipment and central records

- To assist with the management, monitoring and review of evacuation and/or emergency procedures. This includes updating plans and risk assessments to take into account permanent or temporary changes, provision of training for designated staff and completion of the annual fire risk assessment, including testing of alarm systems

Site Superintendent for Christ Church Upper Armley

- Unlock/lock academy buildings and areas
- Undertake regular security checks, respond to alarms and monitor CCTV systems
- Carry out various maintenance/DIY duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per the academies schedule
- Undertake regular site inspections, identify defects and record repair and maintenance requirements
- Undertake cleaning duties such as graffiti removal, litter-picking
- Co-ordinate deliveries to the academy site
- Manage the academy's general facilities budget within the Trust financial guidelines
- Ensure that stock is monitored and managed within the budget, cataloguing resources and undertake audits
- Portering duties, moving furniture and equipment
- Line management when required
- Ensure that good levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- To carry out various grounds maintenance duties such as mowing grass, cutting hedges and line marking etc.
- Ensure all external areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Where appropriate to organise and administer the use and maintenance of Academy mini-buses and carry out driving duties when required
- Comply with health and safety policies at all times
- Assist in the supervision, training and development of staff
- First Aider Certified or (willingness to train as First Aider)

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Effective communicator, influencer and negotiator	✓	
Confident, positive and approachable	✓	
Willingness to participate in development and training opportunities and respond to feedback	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Good level of education to GCSE, or equivalent, including Maths and English grades A*-C or equivalent	✓	
Experience in a caretaking/site keeping role	✓	School based
DIY skills and experience	✓	
A willing user of technology, IT systems and applications	✓	
Awareness and understanding of basic safety and security measures	✓	
Knowledge of health and safety procedures and precautions	✓	
Working knowledge of relevant policies/codes of practice/legislation		✓
Knowledge of COSHH regulations	✓	
Awareness of health and hygiene procedures	✓	
First aid certificate (or willingness to obtain)	✓	
Knowledge of moving and handling procedures	✓	
Driving licence/access to vehicle and willingness to travel to abbey MAT schools	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

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