



The Cornovii Trust



Application Pack

# Site Maintenance Supervisor

**Grade 6 SCP £27,771 to £30,060**

**37 hours per week, Full year**

**Mon-Thurs 6am – 2pm, Fri 6am – 1.30pm (x2)**

**Mon – Thurs 11.30am – 7.30pm, Fri 11.30am – 7pm**

- + Local Government Pension Scheme (LGPS)
- + Employee Assistance Programme
- + Priority admission for children of staff
- + Comprehensive induction programme

Required for: ASAP – Interviews maybe held prior to the closing date.

Closing date: Monday 18<sup>th</sup> August 2025

## Job Purpose

The Site Management operation seeks to deliver a consistent, high standard and student focussed service in an efficient, effective and economic manner. The basic job purpose is to be responsible for the provision of a safe, clean, attractive learning environment, as part of managing the Site Maintenance Officers.

Undertaking responsibility for the maintenance, security of the premises, its contents, health and safety of the school site (grounds, buildings and equipment), and being a registered key holder.

Ensuring the Health and Safety of all building users is protected whilst supporting school priorities whilst they operate efficiently and effectively.

## Main Areas of Responsibility

- To be fully engaged in ensuring the school health and safety and other related policies are adhered to.
- To line manage and direct the daily activities of Site Maintenance staff within a range of school buildings and monitoring work being carried out by them so that colleagues and visitors are effectively supported and can work efficiently and safely.
- Order Site supplies as required.
- Support the Estates Lead and Estates Deputy Lead with the annual performance review process for members of the Site Team where required.
- To be visible and responsive within buildings, assign tasks to team members, reporting and dealing with any issues that require attention.
- To liaise with and support external contractors on site, ensuring supervision at all times; maintain records of all contracts.
- Monitor and operate the engineering system (i.e. heating, water etc.) and advise management of any faults in order to ensure the most economical use of fuel and water.
- Monitor, operate and maintain appropriate site security systems, ensuring the opening, including operating and closing of the buildings at the beginning and end of the school day, and call outs are responded to as necessary in order to provide satisfactory security arrangements (on a rota basis).
- To ensure that all routine/planned maintenance and building related tasks are scheduled for completion and to monitor results and ensure issues are addressed,

including effecting repairs and improvements in order to fulfil the school's specific responsibilities.

- Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
- To ensure that portage and cleaning duties (including the moving of heavy furniture and set out exam venues as required) are carried out to a high standard.
- To maintain, decorate and repair the academy premises where appropriate.
- Oversee and assist site maintenance in the removal of furniture e.g. for exams and school events.
- To be responsible for the Health and Safety induction of contractors to site and ensure proper procedures are carried out for Asbestos, Hot Works and Legionella.
- To participate in emergency planning and training, to play an active part in any emergency procedures and lead the team to support any such occurrences.
- This role may require weekend and shift work to be undertaken on a rota basis. There is a third party keyholder in place.

**Reporting to:** Trust Estates Lead and Deputy Trust Estates Lead

## Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**IMPORTANT: THE REHABILITATION OF OFFENDERS ACT**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Person Specification

Attributes	Description	Desirable/willing to learn
<b>Qualifications, Knowledge &amp; Training</b>	<p>5 GCSE's or equivalent including English &amp; Mathematics.</p> <p>Building, fire and health and safety regulations.</p> <p>Practical maintenance ability and a basic knowledge of plumbing and electrics.</p> <p>Line management competences.</p> <p>Good negotiation skills.</p> <p>Good Communication skills.</p> <p>Be aware of up to date equality regulatory information (Equality Act 2010).</p> <p>Ability to order correct quantities of materials for building/maintenance work.</p> <p>Ability to manage and maintain stocks of hygiene materials/PPE.</p>	<p>Knowledge of CCTV operation.</p> <p>PRIME</p> <p>PRINCE 2 qualification.</p> <p>Knowledge of contract and tendering process management.</p> <p>Facility Management.</p> <p>Health and Safety qualification e.g. NEBOSH, IOSH.</p> <p>City and Guilds building and maintenance planning, electrical or equivalent.</p>
<b>Experience</b>	<p>ICT applications, spreadsheets, excel, word processing and email experience.</p>	<p>Previous experience working in a similar role in a school.</p>
<b>Skills &amp; Abilities</b>	<p><b>Technical skills/knowledge</b> - Competent in the operation of cleaning equipment, power and hand tools.</p> <p>Understanding of site services, their location and isolation points.</p> <p>Able to deal with breakdowns, faults and repairs – identification and calling out of appropriate contractor.</p> <p><b>Organisational skills –</b></p> <p>Able to plan, prioritise and timetable workload</p> <p>Good administrative organisation.</p> <p>Have a good understanding of buildings and plant systems for effective and efficient maintenance.</p> <p>Good written and verbal communication skills.</p> <p>Pro-active planning use of time.</p> <p><b>Health and Safety</b> - Good Knowledge of Health and Safety legislation (including COSHH) and School procedures.</p> <p>Able to ensure safety of staff, students and community users, visitors, governors etc.</p>	<p>Understanding of building plans, to follow detailed working instructions and safety procedures.</p> <p>Able to carry out contract repair and maintenance work.</p> <p>Able to operate Paxton Access Control Software.</p> <p>Able to carry out thorough risk assessments.</p> <p>Competent in ensuring contractors follow health and safety procedures.</p> <p>Lifting and handling training.</p> <p>Scaffolding/ladder training.</p> <p>PAT Testing Training.</p>
<b>Personal Qualities</b>	<p>Able to work in a flexible manner and be prepared to work outside normal office hours, on occasion, according to the needs of the school.</p> <p>Ability for some heavy lifting, physical fitness appropriate to tasks required.</p> <p>Ability to deal with emergencies occurring outside normal working hours.</p> <p>Ability to work with students, staff and visitors</p>	<p>Outside interests.</p> <p>Resilient.</p> <p>Satisfaction of a job well done.</p>

Work independently as well as part of a team.  
To command and demand respect from the school community.  
Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.  
Emotional maturity and resilience in dealing with challenging behaviours.  
Ability to contribute towards creating a safe and protective environment.  
Commitment to maintaining high standards and expectations.  
Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

## Rewards and Benefits

### **Learning and Development**

We offer a wide range of training and development opportunities including structured qualifications, and you will be able to access support, coaching, and mentoring by senior members of staff from across the Trust.

### **Competitive pension scheme**

Support staff are part of the Cheshire Pension Fund (LGPS). You receive a guaranteed pension through the Local Government Pensions Scheme. The fund provides you with a guaranteed future income.

### **Employee Assistance Programme**

We have partnered with Legal and General to offer free advice to our staff. Some of the services include support with family, financial information, legal advice, stress and anxiety, and bereavement. You will also have access to 'in the moment' counselling and online GP appointments.

### **Discounts on Shopping, Leisure and travel**

Through our Legal and General EAP our staff have access to a wide range of offers and discounts on high street and supermarket shopping, leisure facilities such as cinema and gym, and travel options such as holidays and hotel stays.

Reduced Gym membership at Alsager Leisure Centre, and at certain other Leisure Centres.