



## Job Description – Site Superintendent

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedures and Manor Wood Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

**Post Title:**

Site Superintendent

**Pay Grade:**

National Joint Council Pay Point 11 (B3)

**Post(s) to which directly responsible:**

Estates Manager, Headteacher

**Purpose of post:** To work under the direction of the Estates Manager and Headteacher to ensure school premises are maintained to a high standard – including cleanliness, routine maintenance, Health and Safety, and minor repairs.

**Responsibilities:**

- To attend to the opening and closing of the premises at designated times and to be responsible for maintaining general security. This may include being called out during unsociable hours to deal with emergency issues.
- To meet and attend to all contractors visiting or working on site ensuring they are working safely and to oversee all premises-related work.
- To provide a portage service including the distribution of milk to classrooms and dealing with any deliveries to site.
- To ensure there is adequate heating and lighting.
- To read meters as necessary and maintain records to promote energy saving measures where needed.
- To undertake indoor cleaning duties including emergency reactive cleaning and refreshing of areas such as toilets at key times (e.g., after break times).
- To supervise current contractor cleaners by observing and reporting on cleaning standards and providing them with access to the school.

**Responsibilities continued:**

- To clean and be responsible for the tidiness of paths, driveways and other hard surfaces within the site grounds. To include general gardening, weeding and cleaning of external windows.
- Report as necessary on matters affecting health and safety.
- To undertake building repairs and maintenance of furnishings and be responsible for minor decoration works such as painting, putting up notice boards.
- Ensure plumbing is in good working order by carrying out minor repairs where necessary and escalating issues to management when appropriate.
- To keep paths, access points and entrances free of moss, snow and ice to ensure safe passage.
- To collect orders from suppliers where required.
- To carry out weekly fire alarm testing and record findings and any defects. To carry out health and safety compliance checks associated with emergency lighting, electrical appliance visual checks, and flushing of water outlets to prevent legionella.
- To maintain a record of works and documented schedules such as weekly cleaning schedules and action lists produced from health and safety inspections.
- To assist with and be a named point of contact during planned drills and emergency evacuation.
- To replenish stock items such as soap, paper towels, and toilet paper as required.
- To maintain adequate stocks of maintenance and cleaning supplies in accordance with procedures and budgets and in line with financial ordering deadlines.
- To support any lettings by providing access and carrying out any associated cleaning when required.
- To be prepared to work flexibly in the school holidays to allow for contractors, lettings and planned works.
- To ensure the car park is kept free from litter and debris.
- To ensure the efficient removal of waste from site by emptying both outdoor and indoor bins according to waste streams and by keeping external bin stores clean and tidy.
- Keep a regular check on cloakrooms to ensure emergency exits are kept clear from obstructions.
- Assist by setting out furniture and resources and clearing away as required.
- Keep store cupboards clean and tidy in line with COSHH regulations.
- To carry out errands as directed by the Headteacher.
- To be responsible for own professional development, seeking training where it is needed.
- To undertake any other duties that are commensurate with the post.

**Economic Conditions:**

Grade: National Joint Council pay point 11 (B3). £13.47 per hour.

Annual Leave: This is an all-year-round post and a maximum of two week's holiday will be able to be taken during the summer holiday period, a maximum of one week (which can be split) can be taken during term time and remaining holiday can be taken during other school closure periods. This arrangement is subject to the works schedule of the school.

Nature of appointment: Permanent appointment, with initial 6-month probationary period.

Hours: The post is 35 hours per week, Monday – Friday, with the option for additional hours by mutual agreement.

Conditions of Service: NJC conditions apply.

**Physical Conditions:**

The post is currently based at Manor Wood Primary School and is accessible by disabled persons.

This post is subject to an enhanced Disclosures and Barring Service check.

Manor Wood Primary School operates a non-smoking policy.

During the course of your employment, you may be required to undertake your duties at other Owlcoates Multi-Academy Trust schools.

**Prospects:**

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Manor Wood Primary School encourages training both "in-house" and external to meet the needs of the individual and of the service.

**Qualifications:**

Essential: Reading and written skills. Valid, clean driving license.

Desirable: BICS/NVQ Cleaning qualification.

**Relationships:**

The successful candidate will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of Trust staff, line managers, and internal and external customers.

**Job Description Prepared/Reviewed by:** *Joe Wilson, 22/05/2024*

**Job Description Approved by:** *Kate Humphries, 22/05/2024*

**Employee Specification:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A
Able to input/retrieve information from databases			A
Able to work flexibly as part of a team and show initiative			A
Able to prioritise work to meet conflicting deadlines			A
Able to identify your own training needs			A

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Appropriate Health and Safety qualifications			A
BICS/NVQ cleaning qualifications			C
Valid, clean diving license			A / C

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A
Experience of working in partnership with others to deliver work to set deadlines			A / I
Experience of participating in teams			A / I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcoates Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A / I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A / I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			A / I
Ability to respect sensitive and confidential work			A / I
Commitment to own personal development and learning			A / I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**