STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

SITE SUPERVISOR

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide an effective caretaking service.
2. Supervise cleaning staff.
3. Inspect and record standards of cleaning and grounds.
4. Take responsibility for ensuring all contractors are properly signed in at the school office, and deal with any enquiries they may have.
5. Act as a keyholder for the school site, unlocking and securing all access and egress points at the start and end of every day the school is open.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Main Tasks

1.1. Inspect, monitor and record building cleaning standards and cleaners' performance.

1.2. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.

1.3. Carry out security procedures for school buildings and grounds.

1.4. Contact directly the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.

1.5. Carry out necessary duties where alarm systems are installed.

1.6. Assist with enquiries from workmen and contractors and report their presence to the Principal/Business Manager. Direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.

1.7. Take suitable measures as deemed necessary to ensure the protection of the school.

1.8. Notify the Principal/Business Manager and contractors, where appropriate, of the necessity for any repairs or maintenance.

1.9. Carry out non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating etc, where such work is agreed as being within the reasonable capacity of normal handyperson/DIY skills with strict adherence to Health and Safety regulations.

1.10. Read meters and record as required, including assistance with energy conservation procedures.

1.11. Clean outside hard areas three times per week, e.g. playground, paths and entrances, collect all litter, empty and collect litter from outside bins and convey to nominated collection or disposal point. Clean gullies and drains at surface level.

1.12. Operate heating and hot water supply plant in accordance with health and safety instructions and carry out frost precaution procedures.

1.13. Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.

1.14. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.

1.15. Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.

1.16. Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.

1.17. Move furniture and equipment as required.

1.18. Carry out cleaning in specified areas as allocated by the school, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism (may be required to clean critical areas e.g. toilets).

1.19. During school closure periods undertake floor treatment work i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations between Estates Officer and Finance and Resources Manager. Inspect and maintain certain school equipment, effect minor repairs and report defects.

1.20. Replenish consumables items i.e. soap, towels, toilet paper etc as required throughout the school.

1.21. Supervise, direct and train cleaners.

1.22. Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.

1.23. Monitor fuel levels, ordering fresh supplies as necessary and keeping records.

1.24. Ensure that all medical waste is sealed and placed ready for collection.

1.25. Empty Sanitary Disposal Units/Incinerators.

1.26. Carry out the above duties in accordance with the Equal Opportunities Policy.

2. General

2.1. Work within school policies and procedures.

2.2. Contribute to the provision of an effective environment for learning.

2.3. Support the promotion of positive relationships for parents and outside agencies.

2.4. Attend skill training and participate in personal/performance development as required.

2.5. Take care of own and other people's health and safety.

2.6. Be aware of the confidential nature of issues.

3. Other Responsibilities

3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

3.3 Contribute to the wider life of the Trust and the Star community.

3.4 Carry out any such duties as may be reasonably required by the Trust

4. Records Management

4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by: App Form	Assessed by: Interview/ Task
QUALIFICATIONS				
1.	None required.			
KNOWLEDGE				
2.	An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	**E**	✓	
3.	A knowledge of procedures associated with the recruitment, supervision and training of other employees.	**D**	✓	
EXPERIENCE				
4.	Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson.	**E**	✓	✓
5.	Experience of keeping work records.	**E**	✓	✓
SKILLS & ABILITIES				
6.	Ability to undertake a range of caretaking and cleaning duties.	**E**	✓	✓
7.	Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.	**E**	✓	✓
8.	Ability to act on own initiative, dealing with any unexpected problems that arise.	**E**	✓	✓
9.	Demonstrate good inter-personal skills and communicate with a range of people.	**E**	✓	✓
10.	Ability to provide high quality supervision, training and support to cleaning staff.	**E**	✓	✓
11.	Ability to inspect and record the work of others.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
12.	Ability to work effectively and supportively as a member of the school team.	**E**	✓	✓
13.	Ability to demonstrate commitment to Equal Opportunities.	**E**	✓	✓
14.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
15.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
16.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
17.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
18.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
19.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
20.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓