



Job Title: Site Supervisor

Salary / grade range	Level 3
Location	Co-op Academy Grange
Reports to	Site Manager(s)

Purpose of role: Ensuring the safety of students and other people entering or leaving the school site

Key accountabilities (and specific duties / responsibilities):

- Ensure a safe environment for students, staff and other users of the site
- Monitor the flow of students and others, and manage vehicle movement, on or off the site, maintaining order
- Liaise with parents and members of the public and others as required to ensure the safety of all who are entering or leaving site
- Deal with any immediate problems or emergencies (eg. emergency vehicles on/off site during working hours) using the Trust's policies and procedures
- Comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting any concerns
- To work flexibly as required by the needs of the service and carry out any other reasonable duties as required.

General

- Feedback to appropriate staff on any issues which might arise
- Contribute to Campus life and the overall vision, values and guiding principles of the Campus
- Attend and participate in training events and participate in project teams
- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting any concerns
- To carry out any other reasonable request as and when required



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Experience</p> <ul style="list-style-type: none"> • Ability to communicate effectively with campus users, eg staff, students and members of the public • Experience of working in a school or other relevant experience. • Knowledge of school procedures 	<p>D</p> <p>D</p>	<p>A / I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • An understanding of the needs of a multicultural society. • Ability to relate well to students and adults. • Ability to work constructively as part of a team. • Good interpersonal skills, including excellent listening skills. • Flexibility and willingness to accept change. • Willingness to share expertise, knowledge and experience. • Approachable, courteous and able to present a positive image of the school to visitors. • Maintain confidentiality in matters relating to the school, its students, parents and carers. • Able to work on own initiative and remain calm under pressure. • Willing to learn new skills. • Ability to use relevant technology after training if required. • Good organisational skills • Ability to use initiative to deal appropriately with unexpected situations. 		<p>A / I</p>
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Values the diversity of individuals, adaptable approach to meet individual needs • Candidates should indicate an acceptance of, and 		



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<p>commitment to, the principles underlying the Trust's equal rights policies and practices.</p> <ul style="list-style-type: none">• Candidates should indicate their commitment to safeguarding and promoting the welfare of children and young people.		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Hardworking• Flexible• Committed to inclusive practice• Committed and demonstrates the Co-op Ways of Being.		

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op; succeed together, be yourself always, do what matters most, show you care.