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**Northern Education Trust – Job Description**

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| **Job Title:** | Site Supervisor | **JE Reference** | JE017 |
| **Base:** | Hetton Academy  |
| **Reports to:** | Site Manager | **Grade:** | Grade 4SCP 10 -SCP 12 |
| **Service responsibility:** |  | **Salary:** | £25,545.00-£26,421.00 FTE, (£22,641.41 -  £23,417.84 pro rata) |
| **Additional:** |  | **Term:** | 32.5 hours, 52 weeks |

**JOB PURPOSE**

* The post holder is responsible for ensuring that the academy is well-maintained, safe and secure site for all users

**JOB SUMMARY**

1. Carrying out security procedures for academy buildings and grounds
2. Opening and closing of the academy premises including gates, doors, windows, fire exits etc. for the purpose of the academy use, lettings, functions, maintenance and emergency services
3. Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured
4. Reporting acts of vandalism to the Site Manager and or police as necessary
5. Complying with instructions from the Site Manager any necessary cleaning of areas within the letting agreement
6. Carry out as required by the Site Manager any necessary cleaning of areas within the letting agreement
7. Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer and Site Manager
8. To co-operate with Site Manager to ensure cover in the event of sickness, or other absences including holiday leave
9. Take delivery of post, stores materials and other goods. Ensuring delivered items are taken to specific departments
10. Unpack and store stock
11. Moving of academy furniture as required with due regard to current health and safety and lifting and handling regulations
12. To work in conjunction with the cleaning supervisor when appropriate
13. Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate
14. Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply
15. Ensure access for emergency services, assist as necessary and secure premises as required
16. Report all defects which require specialist repair, inspect electrical fittings, and report defects as required
17. Replace lamps and domestic fuses as required
18. Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required
19. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate. Inform Site Manager of items which may require ordering to enable completion of the above mentioned works
20. Ensure access for deliveries to the academy and then appropriate storage
21. Be responsible for the supply and availability of all hygiene materials
22. Remove graffiti etc.
23. Attend appropriate training course as required
24. Maintain cleanliness and general tidiness of all external areas
25. Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation
26. Inspect outside fabric of the academy, report and repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc. Repair report defects to head of facilities as appropriate
27. Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
28. Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage
29. To comply with the academy’s child safeguarding procedures, including regular liaison with the academy’s designated child safeguarding person over any safeguarding issues or concerns
30. To comply with the academy policies and procedures at all times
31. Undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the organisation

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….