



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. Lead, develop and support the cleaning team in delivering a first-class cleaning service to the school.
2. Provide the day-to-day contact on safety and HR for cleaning team, working closely with the Site Manager and team.
3. Maintain clean, tidy and organise workspaces and storage areas.
4. Check equipment and machinery used and ensure health and safety guidelines are adhered to by all the cleaning team.
5. Provide support to staff as requested and in accordance with their own training and skill parameters.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Main Tasks

- 1.1 Supervise the cleaning team on the day-to-day cleaning and service to the school.
- 1.2 Ensure that all areas of the school are prepared for relevant use as directed.
- 1.3 Supervise and direct the cleaners.
- 1.4 Train and develop the cleaning team, ensuring all training is up to date and appropriate for the role including COSHH and relevant equipment training.
- 1.5 Daily management of all cleaning stock items, ensuring adequate supplies are maintained.
- 1.6 Take 'out of use' caretaking and cleaning equipment known to be faulty and report the need for repair.
- 1.7 Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
- 1.8 Accept deliveries of stores, materials and other goods and convey them to the appropriate storage areas.
- 1.9 Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.
- 1.10 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).
- 1.11 Replenish consumables items i.e. soap, towels, toilet paper etc. as required throughout the school.

2. Support the Site Team

In the absence of the Site Manager:

- 2.1 Be aware of and comply with policies and procedures relating to Health and Safety and security, lone working, confidentiality, reporting all concerns to an appropriate person.
- 2.2 Assist with enquiries from officers and employees of the LEA, 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.
- 2.3 Notify the Principal/Business Manager and contractors, where appropriate, of the necessity for any repairs or maintenance.
- 2.4 Take responsibility for ensuring all contractors are properly signed-in at the school office, and deal with any enquiries they may have as required to support the Site Manager.
- 2.5 Act as a keyholder for the school site, unlocking and securing all access and egress points at the start and end of the day as required to support the Site Manager.
- 2.6 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.
- 2.7 Carry out security procedures for school buildings and grounds.

3. Resources

- 3.1 Operate cleaning equipment in a safe and appropriate manner.
- 3.2 Use cleaning materials appropriately and efficiently.
- 3.3 Ensure orderly and secure storage of cleaning equipment at all times.
- 3.4 Inform the appropriate person, information relating to the provision of stock/equipment.

4. General

- 4.1 Work within school policies and procedures.
- 4.2 Contribute to the provision of an effective environment for learning.
- 4.3 Support the promotion of positive relationships for parents and outside agencies.
- 4.4 Attend skills training and participate in personal/performance development as required.
- 4.5 Take care of own and other people's health and safety.
- 4.6 Be aware of the confidential nature of issues.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 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'.



Star

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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview/ Task
EXPERIENCE				
1.	Previous experience in cleaning.	E	✓	✓
2.	Experience supervising a cleaning team.	E	✓	✓
3.	Experience of keeping work records.	E	✓	✓
KNOWLEDGE				
4.	An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	E	✓	
5.	A knowledge of procedures associated with the recruitment, supervision and training of other employees.	E	✓	
SKILLS / ABILITIES				
6.	Ability to manage cleaning operation.	E	✓	✓
7.	Work on own initiative and undertake a range of cleaning duties.	E	✓	✓
8.	Demonstrate good inter-personal skills and communicate with a range of people.	E	✓	✓
9.	Ability to provide high quality supervision, training and support to cleaning staff.	E	✓	✓
10.	Ability to inspect and record the work of others.	E	✓	✓
QUALIFICATIONS				
11.	Certificate in First Aid.	D	✓	
PERSONAL QUALITIES				
12.	Willingness to be flexible.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview/ Task
13.	Work in a confidential manner.	E	✓	✓
14.	Work independently.	E	✓	✓
15.	Willing to undertake additional training.	E	✓	✓
16.	Self-motivated.	E	✓	✓
17.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
22.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
23.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓