



King's Academy College Park

Site Supervisor Job Description & Person Specification

JOB TITLE: Site Supervisor

LOCATION: King's Academy College Park, Crofton Road, Portsmouth PO2 0NT

REPORTS TO: Head of Estates Hampshire

GRADE: Pay Band 6 - Spinal point 9-13

CONTRACT TYPE: Permanent - 52 weeks per year – 26 days holiday a year plus bank holidays

HOURS OF WORK: 37 hours a week

RESPONSIBLE FOR: Site Assistant

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Job Purpose

To provide a support service complementary to the teaching and learning activities in King's Academy College Park(the Academy). In particular to be responsible, with the Head of Estates,

for the site and premises management.

To manage the Academy premises and site to ensure the health, safety and security of all pupils, staff, parents, governors and stakeholders, including contractors and visitors to the site. To work under own initiative to ensure workload is prioritised and efficiently completed.

General Duties and Responsibilities

Under the direction of the Head of Estates Hampshire or Headteacher, you will be responsible for the maintenance, safety and security of the premises and its contents including:-

- Compliance with all Health and Safety Legislation.
- Working with the Governors' health and safety representative when necessary to promote a safe environment and to identify improvements.

Specific Duties

Security of Premises

- Act as main keyholder carrying out security procedures for all Academy buildings and grounds to ensure the security of the site, including perimeter checks, that all windows doors are secure and locked before alarms are appropriately activated.
- Deactivate alarms and unlock gates and external entrance doors.
- Seek to prevent trespass on academy premises and grounds.
- Carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Provide access to the site in the event of emergency situations.
- Deal with enquiries from colleagues, governors, contractors and members of the public in relation to site issues.

Lighting and Heating of Premises

- Ensure that cleaning and replacement of electric light bulbs or tubes is carried out where safe access is available.
- Operate the heating so that the required temperatures are maintained in the academy premises and that an adequate supply of hot water is available.

Cleaning of Premises

- Ensure all aspects of cleaning within the Academy, ensuring that the premises and furnishings are cleaned to a high standard.
- Inspect and check the toilets at various times to see that cisterns and flushes are in working order.
- Walk around the building and play areas daily, ensuring all litter is disposed of.
- Ensure all drains, gutters, and gullies are maintained and clear of debris.
- Ensure the playground is clear of leaves and debris and is safe and hazard free.
- Ensure that dustbin points are clear, emptying litter bins and keeping clean and distributing bins as required for refuse and recycling collection.

Porterage

- Take delivery of materials and other goods received by the academy and store them as directed and any other porterage duties as required by the Academy.

Safety at Work

- Carry out routine health and safety checks relating to the premises e.g. water, fire, alarms and lighting and coordinate contractors to ensure statutory servicing is carried out.
- Ensure that all cleaning and caretaking activities are carried out in a safe manner.
- Comply with all procedures required by the Health and Safety Policies, regulations and legislation.
- Ensure all equipment being used by site staff is in a safe working condition.
- Ensure all appropriate risk assessments are in place for caretaking/cleaning operations/site management.
- Fire procedures, testing the alarm on a weekly basis, co-ordinating fire inspections/alarms.
- Maintain record logs for maintenance of fire safety, asbestos, legionella etc.
- Act as the staff Health and Safety representative and log and report any accidents or incidents that happen on the school site.

Major and Minor Repairs

- The Site Supervisor must be proactive in dealing with and report any repairs, maintenance or emergency work required at the school to the Head of Estates or Headteacher.
- The Site Supervisor is responsible to report any emergencies in faults with gas, electric, water supplies to the Head of Estates, Headteacher and/or relevant suppliers.
- The Site Supervisor is responsible for co-ordinating any repairs, obtaining best value for the academy and obtaining quotes and tenders as per King's Group Academies' Finance Policy.
- The Site Supervisor will facilitate any minor repairs within their ability, training and health and safety constraints, for example: painting and decoration, joiner, minor repairs and improvements, plumbing, internal glazing – remedial action after break-ins, e.g. boarding up broken windows.
- Organise the planning of building works during holiday times.

Staff Training and Supervision

- The Site Supervisor is responsible for the direction of the Site Assistant and to ensure they have completed all necessary training.
- The Site Supervisor may be required to give appropriate instruction, of the correct usage of machinery in accordance with particular reference to safe working practices.

Grounds Maintenance

- The Site Supervisor is responsible for managing the Grounds Maintenance in co-ordination with the Head of Estates.
- Rock salt/grit the playgrounds etc. in frosty weather (to provide a safe pedestrian

access in bad weather), to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages.

Reporting

- The Site Supervisor will be responsible for all aspects of reporting in relation to site maintenance, cleaning and repairs and maintenance.
- Holidays to be taken in agreement with the Head of Estates.

Lettings Management

- Ensure that the premises are properly supervised while in use by hirers, including out of school hours.

General School Support

- Attend meetings and training sessions as required.
- At the discretion of the Head of Estates Hampshire, such other activities as may from time to time be agreed consistent with the nature of the job described above to ensure the smooth running of the Academy.
- Take part in the wider life of the school and contribute to the school's standing and reputation within the community.

Overtime/Call Outs

Overtime - can be claimed for any additional hours with prior authority of the Head of Estates. Overtime will be paid at standard pay rates unless otherwise agreed

Call outs - The site Supervisor will be required to be on call as part of their job role on a rota basis with the Site Assistant.

Payment for call outs (The definition of a call out is if the member of staff has to return to the Academy once they have left site)

Weekdays (Monday 00.00 to Friday 23.59) – time and a half

Weekends (from Saturday at 00.00 – Sunday 23.59) – double time

Person Specification

Experience, Skills & Knowledge

Essential

- Competent knowledge of Health and Safety legislation
- Excellent communication skills
- Can work well independently
- Ability to prioritise workload, work under pressure and meet deadlines as well as take

initiative

- Have excellent time management skills and ability to prioritise in an environment with conflicting demands
- Understanding of statutory requirements of legislation concerning safeguarding, child protection, equalities and inclusion
- Ensure confidentiality at all times

Desirable

- Previous experience of having worked in a school environment in the same or similar role

Personal Attributes

Essential

- Positive with a proactive attitude
- Be resilient and able to solve problems
- Be organised and resourceful, be able to multi-task whilst remaining calm
- Efficient and well organised
- Be confident and committed
- Be empathetic, discreet and approachable
- Be committed to contribute to the wider life of the school and want the best possible outcomes for pupils and the school

This job description will be reviewed regularly as part of the Appraisal/Performance Management process and may be amended at any time in consultation with the post holder.

Date reviewed: 12.11.25

Post Holder's signature _____

Date _____

Head of Estates Hampshire Signature _____

Date _____