Cidari Multi Academy Trust
Faith·Family·Excellence

# Job Description
## Site Supervisor

**Cidari Multi Academy Trust**
**South Shore Academy**
**Salary:** NJC Pay Scale Grade C Scale 5-6
**Reporting to:** Senior Site Supervisor
**Deployed by:** Head of School

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| Prepared by: | Neil Kay | Approved by: | Laura Wright-Dixon |
| Prepared on: | 14th April 2025 | Approved on: | 21st April 2025 |
| Reviewed by HR: | Laura Wright-Dixon | Permitted use: | South Shore Academy |
| Reviewed on: | 15th April 2025 | Applicable Terms | The Green Book |

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

## A. The Core Purpose of the Senior Site Supervisor

The core purpose of the Site Supervisor is to assist in the maintenance and security of the school's premises and site, ensuring a safe working environment, as directed.

## B. Strategic Focus of the Role

To work with the Senior Site Supervisor to promote Health and Safety and to carry out safety checks to ensure the site's compliance.

## C. Strategic Focus of the Role

- Ensure that buildings and the site are secure, undertaking daily security checks, including locking and unlocking of buildings at predetermined times
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to the line manager immediately
- Handle cleaning materials in line with COSHH regulations
- Undertake general portage duties, including moving furniture and equipment within the school
- Undertake minor repairs (i.e. not requiring a qualified craftsperson) and maintenance of the buildings and site
- Maintain and undertake minor repairs to the site, furniture and fixtures

- Responsible for using and storing equipment and consumables
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Receive deliveries to the school site
- Collect and assemble waste for collection.
- Adhere to safeguarding procedures

## 1. Individuals in this role may also:

- Periodic cleaning of designated areas of the school building and grounds according to instructions
- Assist with the maintenance of specialised equipment following training, for example, sports/theatrical equipment
- Act as a designated key holder, providing emergency access to the school site
- Act as the school contact in relation to premises-related contractors
- Organise testing for asbestos and other health and safety procedures
- Demonstrate cleaning duties to new or less experienced staff

**The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Pupil Support Worker is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.**

*This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.*