Post title:	**Site Supervisor**
Salary and grade:	Grade 6, pay point 6-8 - £26,847-£27,710
FTE:	37 hours per week, 52 weeks per year 5 days per week – 10am-6pm
Line manager/s:	Headteacher/ Regional Site Supervisor

Main purpose of the job:

To be responsible for all aspects of site management across the schools buildings, including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring of contractors, routine maintenance and refurbishment, repairs, advising the Headteacher on suggested improvements to the general school environment and to carry out risk assessments and pre-planned maintenance programmes. This role is based across our main school and nursery sites.

Key duties and responsibilities

General

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- In collaboration with Line Manager and/or Headteacher to develop a premises plan of repair and maintenance, in line with Health and Safety standards and School's improvement plan
- To be responsible for the implementation of daily health and safety routines of the site
- To undertake repairs and DIY projects
- To delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to
- To ensure a clean, tidy and well-maintained environment ensuring that the site is maintained to a high standard
- To deal with enquiries from staff, contractors and members of the public
- To partake in whole school activities and events to contribute to the family community we will strive to achieve
- To undertake any relevant training which will enable you to do your job more effectively

Premises Management

- To monitor the day to day maintenance, repair and cleaning of the school and carry out cleaning of designated areas
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for all building, maintenance contracts and improvement schemes, including involvement in quotes and arranging/monitoring work undertaken
- To develop appropriate monitoring procedures, in consultation with the School Resource Manager, to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records where appropriate
- To liaise with the gardening contractor ensuring the school grounds are maintained to a high standard
- To ensure continuing personal professional development as appropriate
- To liaise with class team to carry out projects to meet and improve school standards and in respond to students need

Security

- To be responsible for the security of the premises, liaising with Police and other emergency services in this respect as necessary
- To be responsible for unlocking and locking up the school during term time and during school closure periods
- To ensure that, at the end of the day, all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least weekly all perimeter fences, security devices, fire appliances and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise on all security matters
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
- To act as main key holder for the school on call-outs

Site Duties

- To set and monitor the school heating and hot water systems
- To take energy readings as required
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse and recycling, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables
- To monitor that the main school hall floors are kept clean and polished, cleaning when necessary
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and health and safety regulations are met.

- To provide a portage and furniture/equipment/materials moving service as required in order that school activities can proceed and that the entrance of the schools are always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire- fighting equipment etc, and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To facilitate PAT testing on new equipment and organise yearly PAT testing of all other equipment
- To carry out daily, monthly and annual deep cleaning to designated areas of the schools
- To carry out emergency cleaning if required
- To ensure all hard surface areas and paths are clear of litter, leaves, mud and snow and ensure all gullies and drains are free flowing.
- To carry out legionella testing in line with statutory requirements or be willing to be trained to do so.
- To organise annual services and repairs for specialist equipment incl. hoists and changing beds.
- To carry out fire drills in line with fire procedures

Health and Safety

- To ensure that all working practices comply with current legislation including Safeguarding
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- Inspect playground equipment and report on its safety/suitability
- To meet every periodically with external building management inspectors

Administration

- To place orders, for items of housekeeping or repairs
- To liaise with outside organisations re stock/purchase orders/invoices
- To contribute to the school's inventory records
- To maintain a log/spreadsheets of all inspections and checks carried out
- To establish and maintain electronic records for repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To ensure mechanical equipment and ladders are inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments

- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

Other Duties

- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Qualification in Maths and English (GCSE/GCE/CSE or equivalent)	•	
	Attendance at courses related to Health and Safety, cleaning and caretaking		•
Experience	General maintenance (DIY) skills	•	
	General Caretaking/Site Manager experience	•	
	Understand use of commercial cleaning and maintenance equipment	•	
	Knowledge of security systems		•
Thinking Ability	Knowledge of Health & Safety and COSHH Regulations and how these impact on the workplace	•	
	Basic knowledge of maintaining plumbing, joinery and electrical installations	•	
	Ability to carry out basic repairs without guidance	•	
	Ability to carry out health and safety checks and maintain relevant records such as risk assessments	•	
	Ability to work as part of a committed team.	•	
	The capacity to use ICT	•	
Personal Effectiveness	Good communication skills	•	
	Ability to use own initiative	•	
	Reliable, trustworthy and loyal	•	
	Able to interact at all levels with both children and adults alike, in a professional manner	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
General	The flexibility to meet the full range of job requirements	•	
	Available for emergency call outs		•
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the Trust/school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a	•	

		Essential	Desirable
	sustainable manner		
	An understanding of and commitment to equal opportunities	•	