Job description: Trust Site Supervisor

Evolve Church Academy Trust is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

**Job title**: Trust Site Supervisor

**Salary**: NJC Support staff pay scale 12 – 22. £27,711 - £32,654 pro rata, depending on experience

**Hours**: 3 days a week, over 39 weeks per year (can be negotiated)

**Contract type**: part time - fixed term to 31/08/2026 in the first instance

**Reporting to**: Central management team

**Main purpose**

To manage all aspects of the Trust’s academy properties including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. Some aspects of the role are already in existence, the responsibility of the role is to bring these together across the trust and develop some aspects further.

The Trust Site Supervisor will be accountable and responsible to the Trust central management team and will have contact with Head teachers/Heads of Schools and staff within all schools. They will liaise with external organisations, stakeholders, legislative bodies and others.

**Duties and responsibilities**

**General duties**

* To deliver the Buildings and Estates Strategy alongside the CEO and CFO
* Alongside the CEO and CFO, assist with the development of bids for capital funding opportunities;
* Alongside the CEO and CFO, develop and implement building projects. Where appropriate act as project manager for authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced in all awarded contracts
* Ensure that all estates and buildings management systems, processes and practices are consistent across all of the academies and are synchronised and co-ordinated to achieve maximum efficiencies;
* Alongside the Central Trust Team, continue to develop a system for recording, prioritising, tracking and reporting building/estate issues at each school ( I Am Compliant)

**Policies**

* Responsible for the monitoring and updating of the trusts H&S and buildings policies
* Reviewing and developing existing and new policies in line with statutory requirements and managing any necessary consultation process;
* Alongside the CEO and CFO, develop and monitor the trust and each school’s business continuity planning

**Security**

* Help to maintain the security of the school premises as a key holder
* Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
* Advise the headteacher on all matters relating to school security and safety

**Management Information and Record Keeping**

* Developing and ensuring implementation and maintaining of easily accessible and auditable business management records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs;
* Ensuring that accurate and detailed floor and site plans are kept and updated regularly and to maintain the property terrier. Health and Safety
* Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/ contractors who are appropriately qualified;
* Ensuring that all health and safety management systems, processes and practices are consistent across all of the academies and are synchronised and co-ordinated.
* Co-ordinating and ensuring implementation of the Trust’s responsibilities in relation to maintaining health and safety statutory documentation;
* Preparing reports for the CEO, CFO, Trust SLT, Trust’s Directors, Local Advisory Bodies and relevant external bodies (e.g. Health & Safety Executive, Ofsted) in all areas relating to the role, as and when required

**HR**

* Ensure academy cleaners/premises staff are carrying out duties as set out in I Am Compliant
* Develop cross school working using cleaners/premises staff skill sets as appropriate
* Ensure training for cleaners / premises staff is up to date and appropriate

**Responsibilities**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure contractors and external visitors comply with security and health and safety while on school premises

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Central Trust Team.

# Person specification

| criteria | qualities |
| --- | --- |
| **Qualifications** | NVQ3 or equivalent in management or an equivalent qualification in a relevant discipline i.e. (facilities management/project management/school business management or similar) or willingness to undertake qualification – Desirable  Good Mathematical and English skills including good spelling (minimum Level 3 equivalent) – Essential  Evidence of relevant training CPD - Desirable |
| **Experience** | Caretaking - desirable  Building maintenance - Essential  Security, including alarm systems - Desirable  Some DIY - Essential  Working in a team - Essential  Evidence of working with/managing 3rd parties/contractors - Essential  Experience of working in a school environment/understanding of buildings management required in a school environment – desirable |
| **Skills and knowledge** | Good knowledge of health and safety regulations - Essential  Ability to work flexibly, independently and as part of a team - Essential  Basic DIY skills - Desirable  Planning and project management skills - Desirable  Competent in the use of IT packages and management information systems – Essential  Ability to search for solutions to seemingly complex issues – Essential  Able to plan, organise and prioritise and work well under pressure – Essential  Able to initiate developments to implement improvements - Essential  An understanding of/and the ability to comply with the school’s Child Protection, Health and Safety, Equal Opportunities policies - Desirable |
| **Personal qualities** | Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils  Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school  Ability to work under pressure and prioritise effectively  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality  Embraces change well with a can do attitude  Professional and approachable attitude  Patience, co-operation, problem solving approach, adaptable and a caring nature  Understanding your roles and responsibilities as part of the wider contribution you make to pupils’ learning |

**Notes**:

This job description may be amended at any time in consultation with the postholder.

Job holders will be required to undergo a DBS clearance, medical clearance, provide two successful references and original evidence of qualifications along with proof of the right to work in the UK.

Last review date: September 2025

Next review date:

CEO’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_