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| **THE**  **DIOCESE OF**  **SHEFFIELD**  **ACADEMIES**  **TRUST** |  |

**THE DIOCESE OF SHEFFIELD ACADEMIES TRUST (DSAT)**

**Trust Site Supervisor**

**Job Description**

**The Role of the Trust Site Supervisor**

At DSAT Multi Academy Trust children are at the centre of all we do. Our ambitious and emerging Multi Academy Trust currently comprises of 15 Primary schools (soon to be 17 schools) across Rotherham, Sheffield and Doncaster. All our schools are rated “good” or “outstanding” by Ofsted.

This is a new role and an exciting time to join our growing Multi Academy Trust. We are seeking a diligent and proactive Trust Site Supervisor with strong interpersonal skills and high standards. We need a person that loves to fix, clean, build, unblock, paint, mow, weed and take genuine ownership and pride in our school estates. In return, we can promise a Trust full of amazing children, a genuine staff team and a well-resourced environment.

The Trust Site Supervisor will support the schools within the Trust, to cover school caretakers during periods of leave and support during busy maintenance periods. It is therefore essential that you are able to travel by car between schools.

The Trust Site Supervisor will be directly responsible to Head of Business and Operations, but will work closely with the Trust Buildings Manager, Schools Business Managers, and Headteachers.

**Qualifications/Skills**

GCSE Grade C or above (or equivalent) in Maths and English is desirable

Health and Safety Qualification or equivalent experience is desirable

A trade background/education in either plumbing, joinery, plastering, painting/decorating, electrician, grounds maintenance

**Key Relationships**

Responsible to: Head of Business and Operations

Key contacts: Trust Buildings Manager, Executive Heads, Headteachers and Heads of Schools, School Business Managers, Office Managers, caretaker, cleaners

**Main Duties**

This post may change over time and the post holder needs to be responsive and proactive in the context of strategic and operational priorities. It is not possible therefore to set out a full range of duties. The following is an indicative list. It is not in order of importance.

**Purpose**

* Carry out minor maintenance repairs/handyperson duties in sites across the Trust e.g changing fuses, repairing and painting, boarding broken windows, unblocking drains and gutters, removal of rubbish, repair of school furniture, fixing display board, changing light bulbs
* Covering in the absence of the caretaker to carry out their duties and daily responsibilities. To supervise the school cleaning staff and report on any health and safety concerns to the Head/School Business Manager
* Checking and ordering of school supplies relating to building and cleaning, maintenance and security
* Responsible for the security of school buildings and their contents including the opening and unlocking of gates and doors, securing windows and security systems
* Working with caretakers and cleaning staff during the holidays to assist in ‘deep’ cleaning of the school, varnishing hall floors etc
* Porterage of supplies and deliveries made to the school and the movement of large items around the school as directed by school staff
* Carry out statutory legislative checks on school sites in the absence of the caretaker e.g. fire alarm tests, emergency lighting checks, PAT testing
* Respond and attend to incidents and emergencies across the Trust arising on the premises and grounds. This will also include occasional out-of-hours call outs in the event the caretaker was unavailable
* Work with the Head, School Business Manager and Caretaker to assist with quotes for larger projects
* Meet regularly with the Head of Business and Operations and Trust Buildings Manager to update on school projects and co-ordinate a programme of works across the schools.

**Strategic**

* To be solution focused, working with the Head of Business and Operations, Trust Buildings Manager and Headteachers to streamline processes and develop more efficient ways of working
* Build close and effective working relationships with key partners and stakeholders
* Proactive in keeping up-to-date with health and safety legislative changes, Government legislation

**Key Responsibilities and Accountabilities**

* Have an up-to-date knowledge of health and safety and how your role supports headteachers and the Trust in relation to statutory legislation
* comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children’s welfare, reporting any concerns to the Designated Safeguarding Officer at once
* participate in training and other learning activities and performance development as required
* ensure strict confidentiality in all areas of work
* Complying with and upholding, in all respects, the Trust’s Code of Practice on equality and diversity and the Staff Code of Conduct
* Establish constructive relationships and communicate with other staff
* Undertake such other duties as the Head of Business and Operations may require from time to time