

Job Description Site Supervisor

Responsible to:	Senior Site Supervisor Direct line management will be from the Senior Site Supervisor; however, all staff are ultimately accountable to the Trust team.
Job purpose:	To work under the direct instruction of the Senior Site Supervisor (Operations Manager in their absence). To ensure that the buildings and school site are secure, tidy and well maintained. To perform duties in line with health and safety requirements and take remedial action where hazards are identified. To help to maintain the Academy grounds to ensure they are fit for purpose.
Arrangement:	37 hours per week, shift pattern, Whole Time, fixed term to cover sickness absence
Grade:	Grade D, NJC SCP 6-8, £19,698 - £20,493 per annum

Specific Responsibilities

- To ensure the general security of the Academy's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Governing Body
- To work alongside the cleaning staff and ensure that the Academy premises are cleaned in accordance with the cleaning specification. To monitor the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials
- To carry out first line repairs and maintenance
- Identify and report preventative maintenance and carry out more specialist repairs/works of buildings/grounds/equipment.
- To undertake general portage duties
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Governing Body and securing the premises after use
- To be responsible for supervising both Academy employees and outside agencies on site with regard to repairs and maintenance of the Academy building
- To inform the Leadership Team regarding inconsistencies after evaluating works carried out on the premises
- When required handle small amounts of cash for purchasing materials to carry out repairs

SECURITY ACCESS:

- To be named key holder for the Academy premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)

- Regular checking of security devices/systems and setting of the alarm system where provided
- Clear and salt main paths and playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc
- Assist with fire drill practices
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with Academy policy, i.e.
 - notify Police of malicious damage, obtaining a crime reference number
 - request repairs to be carried out
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on Academy premises or grounds, referring to the Principal or other teaching staff or Police, where necessary

HEALTH & SAFETY:

- Ensuring that the Academy premises and furnishing area are safe and in good order (refer to the Academy's 'Risk Assessment' Guidelines)
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate Health & Safety training courses
- Ensure that areas involved with 'sickness' are cleaned and disinfected
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position

GENERAL MAINTENANCE:

- Carry out repairs and maintenance that are above and beyond the scope of a competent DIY person. Be able to undertake and complete more specialist work at a similar level as a semi-skilled craftsman, e.g. re-hanging a door, fixing broken toilet, fixing broken window
- Reporting, via the Principal, any repairs and maintenance work required at the Academy which is beyond the competence of the caretaking staff
- To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
- Liaising with the Academy administration for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc
- Checking lamps/fluorescent tubes and replacing as necessary
- Carrying out specific procedures in the event of fire, flood, accident or major damage
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are cleaned in accordance with the Academy's window cleaning contract and completing appropriate certification documents
- Protecting the premises and sites for after Academy activities and ensuring that premises/site are prepared for normal Academy activities. Making the premises available for out of Academy activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made

PORTAGE:

- Moving furniture and equipment around the Academy premises, as requested
- Taking delivery of goods ordered by the Academy and storing if required

HEATING SYSTEMS:

- Operating the heating plant so that the required temperatures are maintained in the Academy premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the Academy
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by Principal

GROUNDS MAINTENANCE:

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the Academy premises litter free
- Maintenance/care of shrubbery area and bushes within the Academy grounds and along the perimeter fencing
- To cut all grassed areas surrounding Academy and the maintenance of grass cutting machines

OTHER:

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.