**Site Supervisor Job Description**

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| **Job Title:** | Site Supervisor |
| **Salary:** | Grade D on the NJC Pay Scale, points 7-11 |
| **Responsible to:** | Senior Site Supervisor |
| **Date of Job Description:** | January 2020 |

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| **Purpose of the Role:** |
| To assist in the maintenance, cleaning and security of the school premises and site, ensuring a safe working environment and to assist in the smooth running of the school as directed. |

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| **Main Tasks and Responsibilities:** |
| ***General Duties***   * To act in accordance with the academy and FCAT’s Policies and Procedures. * To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy. * To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. * To adhere to FCAT’s Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained. * To contribute to the provision of an effective environment for learning. * To support the promotion of positive relationships with parents and outside agencies. * To attend skill training and participate in personal/performance development as required. * To take care for your own and other people’s health and safety in line with school and FCAT policies and procedures.   ***Key Duties***   1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required; 2. Take responsibility for one of the key areas of Maintenance / Cleaning / Testing & Auditing 3. Act as a designated key holder for the school premises; providing emergency access to the school site 4. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms); 5. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings, site, furniture and fittings 6. Arrange emergency repairs and regular maintenance and safety checks as directed; 7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales; 8. Undertake cleaning of allocated areas in line with specified standards when required 9. Monitor consumables and stock and order supplies; 10. Undertake general portage duties, including moving furniture and equipment within the school; 11. Perform duties in line with health and safety and COSHH regulations and act where hazards are identified, report serious hazards to line manager immediately; 12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules; 13. Be flexible and follow a rota system ensuring the school has site team cover at all times; (Occasional weekend work may be required) 14. Maintain accurate and up to date records 15. Any other duties as directed by the line manager.   ***Individuals in this role may also:***   1. Ensure the operation and maintenance of specialised equipment following training, for example sports / theatrical equipment; 2. Supervise the work of cleaning and premises staff; 3. Facilitate lettings and carry out associated tasks, in line with local agreements; 4. Complete and email reports electronically 5. Be a designated first aider and perform first aid duties as required and in line with training   ***Indicative knowledge, skills and experience***   1. Expertise in minor maintenance and repair; 2. Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract and cleaning staff; 3. Experience of communicating with school staff and external contractors (for repairs and maintenance). 4. Computer skills; email, word processing and spreadsheets |