



Site Supervisor

Job Description & Person Specification

Job Description	
Job Title:	Site Supervisor
Pay Grade / Scale / Range:	NJC Scale 4 SCP 7-11 See advert for actual salary
Benefits & Perks:	Flexible Working, occupational pension scheme, occupational sickness scheme, Health Benefit Scheme, Full training
Working hours:	20 hours per week, full year. Ability to work the hours needed to meet all the demands of the job.
Location:	Employees may be based within any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible for:	Support and direct cleaning staff if required in the absence of the Senior Site Supervisor
Accountable to:	Premises Manager / Senior Site Supervisor
Probationary period:	26 working weeks for new staff

Job Purpose

To work as part of the Premises team in flexibly providing support, maintenance and general security across designated school sites.

To ensure a safe environment for staff, pupils and visitors.

Main Duties and Responsibilities

1. To support the security of the site's buildings and grounds and deal with any potential security breaches.
2. To support the direction of work duties of cleaning staff as required.
3. To carry out maintenance and daily repairs e.g. painting & decorating, general minor repairs (plumbing, carpentry and tiling), unblocking drains, fitting of shelves and other duties relevant to the post.

4. To unlock and lock the school buildings each day, and act as key holder and respond to call outs as required.
5. To undertake cleaning duties as required by the line manager e.g. graffiti removal, litter picking, cleaning spillages (this could include bodily fluids), emptying litterbins, collect and assemble waste for collection, and support the schools' recycling activities.
6. To be responsible for undertaking daily checks of essential janitorial materials e.g. soap, paper towels, toilet rolls, light bulbs etc. and ensure these are maintained throughout the building as required. Any issues to be immediately reported to the line manager.
7. To be available to attend designated sites 'out of hours' as part of the Premises team. This includes occasional cover for the weekend caretaker on a rota basis if required.
8. To undertake activities to maintain a safe environment for pupils, staff and visitors e.g. gritting, clearing paths of snow of leaves and keeping drains clear.
9. To work flexibly across all New Bridge Group sites if required, including opening and locking up, assisting with minor repairs and maintenance.
10. To monitor fire safety equipment and assist with carrying out fire drills, respond to alarms, recording data as required by management, recommending improvements to safety where necessary.
11. (Certified pool operators only). To provide daily water testing as required within the swimming and hydrotherapy pools. Update manual and computerized records for compliance.
12. To operate the heating plant, cooling, air handling units, lighting systems, ensuring the premises are at the correct temperature at designated times, and the water is at an appropriate temperature.
13. To carry out basic daily, monthly and quarterly maintenance including replacement of filters.
14. To carry out portage duties e.g. ensuring satisfactory receipt distribution, collection and dispatch of goods to and from the school, and organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.
15. To assist with regular routine health and safety checks e.g. fire alarms, smoke sensors water sprinklers, Legionella testing, and updating paper and computerized compliance records.
16. To meet internal and external contractors at reception, ensuring they are signed into the school visitor system and wear the correct lanyard (compliance with fire regulations and safeguarding), escort them to the area of works within the school, remaining with them if required and ensuring they are then signed out before exit.
17. To prepare of routine equipment/resources/materials as set out in instructions e.g. buffing machines etc.
18. To be responsible for continual general duties e.g. checking lighting

(bulbs, lighting tubes, batteries, clocks are set to the correct time)
immediately replacing when needed and reporting any issues to line manager.

19. To operate everyday equipment and cleaning machinery, to fulfil the role in accordance with instructions. Report faulty equipment and other maintenance requirements to line manager.
20. To ensure lights and other equipment are switched off as appropriate.

Standard duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.

Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	February 2023	VTR / GBY/ SSH	School Business Leader / Premises Manager Executive Director – HR
Amended			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Willingness to undertake training as required Willingness to gain First Aid Certificate or willingness to obtain.		AF / I AF / I
Experience	Experience of successfully undertaking routine maintenance tasks such as basic plumbing and joinery. Experience of using a variety of cleaning equipment and hand power tools, e.g. buffing machines and drills, etc. Experience of maintaining plant rooms. Experience of completing straight forward paperwork.		AF / I AF / I AF / I AF / I
Skills & Abilities	Ability to be a key holder and be flexible to attend during 'out of normal hours' if required including weekdays and weekends Ability to be travel between sites if required Ability to work as part of a team. Ability to communicate well with adults and children. Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)		AF / I AF / I AF / I AF / I AF / I

	Ability to undertake any relevant training. Basic ICT skills to enter data into a computer and keep simple records. Ability to respond calmly to emergencies.		AF / I AF / I AF / I
Knowledge & understanding	Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards Knowledge of cleaning procedures required to meet specified standards Understand and recognise the importance of ensuring a secure and safe environment for children and young people Understanding of health & safety including moving and handling Understand and recognise the importance of having a secure and safe environment in the school Understanding the importance of safeguarding and confidentiality to protect pupils.		AF / I AF / I AF / I AF / I AF / I AF / I

Work circu mstan ces	To work flexibly as the workload and needs of the students demand		I
	To travel and work at other site within the New Bridge Group as may be required		I
	Occasional out of hours working		I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview