



SEAX Multi-Academy Trust

Job role

Job Title:	Site Supervisor
Hours + daily pattern:	6.30am-12.00pm then evening lock up, 5 days/per week, 52 weeks per year
Grade:	Scale 6, Point 12
Based at:	Kingswode Hoe School
Reports to:	SLT Premises Lead
In Liaison with:	School Staff, Cleaners, 3 rd Party Contractors
Job Purpose:	Responsible for the upkeep and safety of the School premises and related maintenance
Principal Accountabilities:	<ul style="list-style-type: none"> • Security & fire safety of building • Maintenance and safety of school premises • Maintenance and safety of school Minibuses • Cleanliness of building

Job Description:

General Duties:

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work, and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person
- Work with and support the school curriculum as required, to include attending school trips.

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work, and appropriate equipment being available, and the relevant competencies of the post holder.



www.kingswodehoe.essex.sch.uk



www.langhamoaks.co.uk

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Responsibilities:

Security and Supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds; the routine and non-routine opening of premises and grounds.
- Set up procedures to maintain safety of site eg. key procedures, sign out and storage
- Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Supervise the role of Site Assistant (SA) and support them to complete required tasks safely. Report any issues to SLT Premises Lead and identify training needs.

Caretaking and maintenance

- Monitor all regular maintenance requirements eg. boiler servicing, refuse collection, annual fire alarm checks, PATesting etc.
- To ensure heating plant and equipment is efficiently and effectively operated. Make adjustments as necessary and report defects.
- To maintain appropriate records including intruder and fire alarm logbook, repair orders, and heating system record book.
- Draw the attention of the SLT Premises Lead to any issues relating to premises safety or maintenance that require action.
- Consult with Finance Manager about any works which have financial implications or value for money check.
- Carry out first line repairs and maintenance which are not beyond the scope and capability of the postholder eg plumbing, joinery, painting, decoration, etc.
- Supervision site projects on a day to day basis, including liaison with outside agencies, securing competitive quotations and reporting to interested parties.
- Oversee the safe movement, reception, storage and disposal of furniture, equipment, supplies in consultation with SLT Premises Lead and keep records of physical assets up to date etc. inventory.
- Ensuring the cleanliness of the premises, facilities and furnishings are up to standard and that work is carried out in accordance with external contract agreements and Building Regulations. Report findings where appropriate to Finance Manager.
- Arrange for periodic contract cleaning for those items not covered on the cleaning contract.
- Carry out and monitor regular maintenance and health & safety checks on the school's minibuses. Check and prepare vehicles for planned trips prior to date of use.
- Carry out school policy and procedure in the event of fire, flood, breaking and entering, accident or major damage.
- Carry out Risk Assessments and Audits for all areas of the site and for all working practice of the Site Team.
- Oversee letting arrangements and related duties as appropriate in accordance with the lettings policy when and if required.

- Follow school safeguarding and lone working policy and procedure in relation to visitors to site during school hours and holidays.
 - The duties above are neither exclusive nor exhaustive and the post-holder may be required by the SLT Premises Lead or Headteacher to carry out appropriate duties within the context of the job, skills and grade.
 - The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
 - This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.
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- **Employee's Signature** **Date**