



Learning Academy Partnership

Job Description

Site supervisor (Thurlestone)

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| Job Title: | Site Supervisor |
| Grade: | NJC Grade E (Torbay) |
| Hours of Work: | 37 Hours per week, Full time |
| Responsible To: | Head of Academy /Estates |
| Responsible For: | Site Cleaners |
| Revision: | 1.0 – Apr 2022 |

Main Purpose of Post

To always put children first and uphold and drive the vision, values of the Trust.

Work within Trust and Academy policies and procedures and being aware of legislation relevant to role and responsibilities.

The Site Supervisor is accountable for the operational management of the Academy buildings and grounds and will support the Estates function across the Trust.

To undertake allocated tasks in a timely manner to ensure that t disruption to school life is kept to a minimum.

Proactively working to ensure a high level of cleanliness, maintenance and security.

Key Responsibilities Include:

Building Management

Ensure that the *experience* for colleagues, pupils and visitors using the Trust facilities is always at a high standard.

- Direct ownership of the appearance of the Site/Sites internally and externally, through continuous inspection and close knowledge of the site(s) including the supervision and Line Management of cleaning colleagues
- Management of heating and air handling systems (BMS)
- In partnership with the Head of Academy, ensure regular Fire Evacuations are carried out to meet legal requirements
- Proactive action of maintenance and site issues, to include a positive working relationship with the Maintenance Lead
- Coordination of external contractors as required
- Coordination of risk assessments, and regulatory compliance
- Be responsible for site security
- Organisation of waste removers; management of waste within the site
- To be responsible for the full security of the premises and its contents, and to respond to emergency 24-Hour call outs and attend to emergency repairs and vandalism
- Ensure that the Health and Safety regulations, policies and procedures relating to site and grounds are fully observed
- Monitoring and testing of property compliance requirements e.g. fire, emergency lighting and legionella as identified by the Trust compliance software

- Regular (weekly) meetings with the Head of Academy
- Management of stock and cleaning materials

Line Management

- To supervise the site(s) cleaning team(s) which included maintaining and monitoring cleaning standards
- Lead on recruitment, induction, probation, appraisal and ongoing development of cleaners
- Absence Management of cleaners including reporting/recording absence, return to work meetings and coordinating cover during sickness/absence periods
- Coordination of the holiday deep cleaning rota

Maintenance

Undertake maintenance, repair and installation works, for example:

- Review and complete a rolling schedule of redecoration
- To carry out reactive maintenance work as directed by the Trust Asset Management Plan.
- To carry out minor repairs, installations and basic plumbing as required

Grounds Maintenance

Undertake grounds maintenance, quality and appearance, for example:

- Ensure that grounds and gardens are maintained to a high standard
- Have knowledge of the existing external grounds maintenance contracts and supervise as appropriate
- Undertake repairs to or supervise new installation of hard landscaping, e.g. paving, paths, fencing etc.
- Management and care of all ground's equipment

Furniture & Equipment

Condition and organisation of general furniture and equipment.

- Inspection, repair, building and removal of furniture and equipment as required
- Furniture removals, including set up for events, exams, concerts and shows
- Portable Appliance Testing - visual inspection

Sport Facilities

Maintenance of sports facilities to a high standard.

- Maintenance of the all-weather pitch and sports pitches
- Ensure that all external sports equipment is maintained, suitably cared for and stored
- To support special requirements for sport events

Deliveries

Management of all deliveries.

- Direct assistance with respect to all deliveries, loading, unloading and checking
- Internal distribution of deliveries across the site

General Responsibilities

- To put all children, in the Trust, at the core of all decisions and actions.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership.
- Establish constructive relationships and communicate with other professionals.
- Attend and participate in relevant meetings at academies and other events as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others within the organisation.
- To be a reflective practitioner who is active in the pursuit of their own professional development.

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Code of Conduct
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
1. To work flexibly as required
2. To maintain confidentiality of the Trust's affairs
3. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
6. To put all children, in the Trust, at the core of all decisions and actions
7. To be an ambassador for the Learning Academy Partnership
8. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed:

Chief Executive Office

Signed:

Postholder

Date:

Date:

Person Specification – Site Supervisor

| Skill/Experience | Essential | Desirable |
|----------------------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> • Good communication skills, written and verbal | <ul style="list-style-type: none"> • NVQ level 2 or equivalent in numeracy and literacy |
| Experience | <ul style="list-style-type: none"> • The ability to build and form good relationships with colleagues and other professionals | <ul style="list-style-type: none"> • Trade skills e.g. plumber, electrician & decorating or previous experience in caretaking role including repairs & maintenance • Working in a School setting • Liaising with external contractors (remove? Same as communication?) • |
| Supervision of Colleagues | | <ul style="list-style-type: none"> • Experience of supervising and managing colleagues |
| Driving Licence | <ul style="list-style-type: none"> • Hold a clean full driving licence | <ul style="list-style-type: none"> • |
| Knowledge | <ul style="list-style-type: none"> • Ability to identify unsafe practice • An ability to undertake risk assessments in relation to premises functions • An understanding of Health & Safety and security issues • Ability to understand and apply Trust policies related to the post | <ul style="list-style-type: none"> • Understanding of the context in which schools work • Knowledge of Health & Safety issues relevant to the post including legislation and COSHH |
| Skills | <ul style="list-style-type: none"> • Ability to model the vision, values of our School Trust • Confident in the use of a range of ICT software packages (e.g. MS Word, Excel, Teams) • Ability to work unsupervised • Ability to negotiate desired outcomes, e.g. prices, deadlines. • Ability to maintain accurate records. • Ability to lead, manage and motivate colleagues. • Good organisational skills – • Ability to use range of tools/cleaning equipment relevant to post. • Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials • Self-motivated. | <ul style="list-style-type: none"> • Experience in grounds maintenance • Qualified Chain Saw operative |

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| | <ul style="list-style-type: none"> • Ability to work with minimum supervision. • Willingness to undertake personal development and training. | |
| Working at Height | | <ul style="list-style-type: none"> • Experience of using ladders, scaffolding towers, and working on roofs (safety equipment and training provided) |
| Physical Fitness | <ul style="list-style-type: none"> • Must be physically fit and able; able to lift and move heavy equipment and deliveries; the role is not a desk-based role | |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to work as part of a team. Flexible – prepared to work some hours outside normal working hours • Positive and cheerful attitude | |