All Saints
Catholic Academy Trust

JOB DESCRIPTION

Job Title:	Site Supervisor (Secondary)
Responsible to:	Director of Estates
Responsible for:	The security of the premises and related health and safety, maintenance and cleanliness of the school building and site.
Grade:	H6, plus Fringe allowance (£31,594 to £34,198, dependent on experience)
Hours:	37 hours per week, 52 weeks per year
Location:	Nominated ASCAT Secondary School

This job description is not necessarily a comprehensive definition of the post. It may be modified by the line manager, with your agreement to reflect changes which are commensurate with the salary, the role title and the school or Academy Trust development plan.

Job Purpose

Responsible for the health and safety, maintenance and day to day management of the school buildings and site, for both curriculum activities and external lettings.

Line management of Premises Assistants

Personal and Professional Standards

- To support the aims and Catholic ethos of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people, and to report any concerns to an appropriate person
- To be aware of and comply with all relevant policies and procedures within the school and Academy Trust (incl. Code of Conduct, Health and Safety, Confidentiality, Data Protection)
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required
- To be able to communicate effectively in writing and orally
- To lead training on Health & Safety issues where appropriate

Main Areas of Responsibility

1. Responsible for ensuring the security of school buildings and site
2. Act as designated key holder, providing out of hours and emergency access to the school site
3. Arrange for general maintenance within specialist areas to ensure safe and effective operation
4. Carry out regular health and safety checks of buildings, grounds, fixtures and fittings (incl. compliance with fire safety regulations) and equipment, and of systems such as heating, cooling, lighting and security (CCTV/alarms)
5. Responsible for regular maintenance and compliance checks, and recording these on appropriate systems (currently StatLog)
6. Provide advice on the annual long term maintenance requirements to support a cost-effective maintenance programme
7. Responsible for contractors whilst on site and ensure work is completed to the required standard

8. Purchase premises related equipment and supplies within an agreed budget
9. Provide support for tenders and quotes
10. To lock up and secure the site at the end of each school day (not all locations - setting dependent)
11. To carry out risk assessments to ensure compliance within the school for all H&S COSHH regulations, maternity etc.
12. To carry out any other reasonable task as requested by the line manager (or Headteacher)
13. To contribute to preparation of reports for Governors' Resources Committee meetings as needed.
14. To oversee the bookings and lettings of school facilities to outside organisations and school staff (not all locations - setting dependent)

Key Contacts

- Line Manager
- School Headteacher & Senior Leadership Team (SLT) and ASCAT Central team
- Teaching and Support staff
- Students and visitors
- Building trades, contractors and appropriate Local Authority (LA) staff
- Cleaning staff or contract cleaning supervisor (as appropriate)
- External hirers/community groups

Knowledge, Experience, Training

- Experience of working in a school or similar environment is desirable but not essential
- Knowledge of policies and procedures and related H&S legislation is essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Evidence of success in handyperson or DIY tasks is essential
- Post requires short periods of physical effort such as bending, stretching and using tools and equipment
- Minibus licence holder or willingness to obtain

Decision Making

- Ability to prioritise (and re-prioritise tasks where required) to ensure the site is kept functional
- Ability to analyse faults and work through options to solve problems
- The post holder will be expected to manage their own workflow and that of the Premises Assistants and carry out appraisals and ensure that staff receive the appropriate and adequate training.
- The post holder is expected to act on his/her own initiative

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks through the Disclosure and Barring Service, references will be sought, and any other safeguarding requirements in place at the time of appointment, including a brief online check as detailed in the latest version of Keeping Children Safe in Education.