

Job Description – East midlands Academy Trust

Job title:	Site Supervisor working across all academies
Responsible to:	Estates Manager
Liaising with:	Estates Manager, Head of shared service, HR and Head teachers
Pay range:	£18,000-£22,000
Contract terms:	Full time (30 days annual leave)



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

Main responsibilities for the role of Site Supervisor

- To assist with the unlocking and securing of the buildings and sites as required.
- To assist with the reactive and planned maintenance tasks of the buildings and grounds, involving plumbing, carpentry, light replacement, furniture construction, drainage, decorating, cleaning, etc.
- To assist and respond to maintenance requests arising from the Trust's helpdesk ticket system. Prioritising where necessary and completing jobs efficiently and proactively.
- To assist with events and setting up/take down of furniture and equipment as required.
- To liaise with staff as needed, letting them know approximate timings and any impact on their areas. Informing staff if work cannot be done and of any workarounds.
- To take the lead in delivering small works and minor projects.
- To lead in the planning and running of key Trust/academy events, such as Open Evenings.

Security and Site Management

- To assist with the day-to-day security of the buildings and grounds including arming and disarming the intruder alarms, locking all doors and windows at the end of the academy day, as required
- To act as a key holder and be available as necessary in connection with emergencies arising from the academy's intruder alarm system.
- To assist with the maintenance of the academy's CCTV equipment and software ensuring effective operation at all times.
- To provide general assistance including portering, moving furniture and dealing with deliveries ensuring that the front entrance of academy is always clear and welcoming.
- To escort contractors/visitors, when required.
- To participate in and assist with the academy's fire drills.

Maintenance

- To undertake general maintenance duties as instructed by the Estates Manager.
- To report any defects or damage to the premises to the Estates Manager and to take appropriate action where necessary.

Health and Safety

- To assist with ensuring that the premises is safe for students, staff and visitors.
- To report any damage or vandalism.
- To assist in the supervision of traffic control and car parking on site when required.
- To assist with Health and Safety inspections and risk assessments under the direction of the Estates Manager.
- To be aware of the Trust/academy's responsibilities with regard to current Health and Safety legislation.
- To undertake duties in accordance with best Health and Safety practice.
- To refer substantive risk assessment items to the Estates Manager.
- Assist in promoting awareness of Health and Safety across the Trust including both staff and pupils.

Cleaning and Hygiene

- To assist with the supervision and monitoring of the day-to-day cleaning.
- To assist with any cleaning duties as required.
- To assist with ensuring that all external litter bins are emptied regularly and that bin areas are kept clean and tidy.
- To assist with ensuring that all external areas of the academy are kept free from litter at all times.

Other duties and responsibilities

- To be aware of and comply with Trust/academy policies and procedures, including all those relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To enhance own understanding of health and safety matters, undertaking IOSH qualification.

- To participate in training, other learning activities and performance development as required.
- To assist with emergencies that may occur outside normal working hours of the post.
- Any other duties at the discretion of the Estates Manager.
- To be aware of and comply with Trust/Academy policies and procedures, including those relating to child protection, health and safety, security, equal opportunities, diversity, confidentiality and data protection, reporting all concerns to the appropriate person.

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Compiled by: HR	Revision Number: v1
Approved by Headteacher:	Revision Date ___/___/___
Approved by HRBP:	

East Midlands 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.
All appointments are subject to safer recruitment requirements.

This post is subject to an Enhanced DBS Disclosure

Person Specification

	Essential	Desirable
Education and Qualifications		
Hold recognised training/qualification associated with premises management		✓
Experience or skills in a trade	✓	
Risk Assessment experience/qualification		✓
Experience		
Worked in a similar environment	✓	
Ability to understand and apply regulations such as Health and Safety, Manual Handling, COSHE, and Legionella		✓
Ability to operate and understand electrical/mechanical equipment		✓
Competent basic building repairs and maintenance	✓	
Ability, Skills and Attributes		
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	✓	
Safeguarding policies and procedures	✓	
Good communication skills	✓	
Good numeracy and literacy skills	✓	
Good IT skills	✓	
Ability to manage people directly and indirectly	✓	
Ability to contribute to the life of the academies	✓	
Ability to adapt to changing and conflicting demands	✓	
Ability to demonstrate an understanding of children	✓	
Ability to gather information, analyse data and problem solve	✓	
Good time management and prioritisation of tasks	✓	
Ability to prioritise workload whilst maintaining a flexible approach to respond to urgent requests	✓	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the Trust and its academies	✓	
Undertake appropriate training as required	✓	
Ability to lone work or as part of a team	✓	
Well organised	✓	
Reliability and punctuality	✓	

Comply with Health and Safety regulations to ensure that all duties are carried out safely	✓	
Adhere to the Trust/Academy's policies and procedures, and most importantly, the equal opportunities policy, child protection policy and all Health and Safety related policies	✓	
Further requirements		
Willingness to work flexible hours on occasion	✓	
Willingness to maintain confidentiality on school matters	✓	
Willingness to be involved in internal and external meetings	✓	
Supportive of the ethos of the trust and school	✓	