**Job Description**

# Post Title: Central Site Supervisor - Wellingborough Area

**Responsible to:** Estate Manager

**Responsible for:** Site support at academies

**Purpose of Job**

To provide health and safety compliance, preventative maintenance, general building repairs and support for a number of our smaller Northamptonshire academies.

**Job Context**

A key holder responsible for a number of primary schools in the Wellingborough area. Based at either at one of the academies or the Head office dependent on circumstances.

Responsible for checking security, reporting and dealing with any faults or damage to property, ensuring the utility services are operational (heating, lighting and electrical supply), carrying out minor semi-skilled building repair and preventative maintenance tasks using hand and power tools.

Using a greater range of DIY skills may be a larger part of the job.

Travel between sites is required therefore a full clean driving license and use of a vehicle is essential.

**Responsibilities**

The main responsibilities are to:

* ensure all internal and external areas of the premises are clean, well maintained and secure.
* carry out compliance checks and tests, minor building repairs and preventative maintenance tasks using hand and power tools, as necessary to repair
* maintain the central compliance tracker on Smartlog
* carry out decorative and other minor works
* manage the helpdesk and support to your academies

Specifically, accountable for:

* planning and carrying out semi-skilled DIY maintenance and building works, using a wide range of tools and equipment so that buildings, fixtures and fittings are safe to use and in good working condition.
* monitoring the condition of the building, heating systems, alarms and other utility functions, reporting on any faults or damages, that need immediate or longer term attention, to the Estate Manager.
* completing health and safety compliance checks
* supporting the Estate Manager with contractor works, contractor quality checks, and provide information on building issues or problems.
* organising, supervising and monitoring work carried out on-site to ensure it complies with the contract award and meets the required standards for health and safety.
* providing day-to-day support with premises related issues and concerns raised by academies
* being the point of contact for Headteachers and other colleagues, advising on school site requirements.
* being a designated key holder for specific schools and support the opening and closing of the school in a emergency, or in schools holidays where contractors need access to carry out work.
* ensuring preventative maintenance is carried out internally or organised externally for common works such as gutter cleaning, storm drain clearance, painting of wooden structures, organising boiler servicing, fire alarm inspection etc.
* ensuring health and safety policies are followed in terms of hazards and exits and entrances kept clear for the safe use and passage of all users. Set out and move furniture and equipment as directed by the line manager or teaching staff so that they can deliver teaching and activities.
* We may require you to open and close the school each day with additional support for lettings.

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**Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of academies. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

You may be asked to support another academy where need exists.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Educational achievements, qualifications and training | * Attained the basic level of secondary education and be literate and numerate. * A Full UK driving license and use of a road worthy vehicle. | * Trade qualification * IOSH/H&S qualification * First Aid training qualification * NVQ 2 or equivalent qualification |
| Job related knowledge, aptitude and skills | * Evidence of DIY maintenance skills and training in Health and Safety Assessments. Skills required include plumbing, glazing, painting and decorating, basic vehicle checks, carpentry, paving and fitting carpets. * Able to work unsupervised and be able to supervise others. * Ability to prioritise work * Able to use own initiative * Ability to carry out health and safety checks and maintain relevant records. * Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions * Ability to follow and comply with instructions on equipment and/or materials usage * Knowledge of fire safety legislation * Computer literate, good ICT skills | * Experience of managing COSHH * Experience of caretaking or premises management |
| Equal Opportunities | * An understanding of and commitment to equality of opportunity. |  |
| Personal Qualities | * Good communication skills * Willingness to participate in development and training opportunities * Willing to work outside of normal hours if required. * Punctual, reliable and trustworthy | * Positive outlook * Good sense of humour. |
| Physical | * Ability to lift and carry items * Ability to work at heights * Must be able to meet the physical demands of the role. |  |