



Job Description

Post	Schools Site Supervisor
Details: grade, hours, duration, location	<ul style="list-style-type: none"> • Salary NJC scale C1 – £27,711 - £30,060 per annum (salary dependent on experience and Trade skill) • Fixed term for one year in the first instance with the potential to extend or become permanent • Full-time, 37 hours a week, all year round • Core hours of work are 06:30 – 10:00 and 14:00 – 18:00 Monday to Thursday and 06:30 – 10:00 and 14:00 – 17:30 Fridays during term time. • Main place of work: Holy Name Catholic Primary School, Cookridge • The successful candidate will need to confirm the use of a vehicle and have a clean driving license. • Flexibility is also essential to cover any regular evening events on occasional weekend/evening lettings/openings • Winter working hours will need to be adapted due to snow-clearing /gritting. • Ideally you will have demonstrable experience in a trade such as joinery or plumbing. Along with experience of working in a school or similar establishment.
Responsible to	Headteacher – day-to-day basis. The school operates in line with Trust Estates & Facilities procedures.
Responsible for	Maintaining the Premises data on ERMS (Estates Risk Management Software) and supervision of cleaning staff, directly/ indirectly depending upon the service provider, i.e. In-House/Outsourced.
Purpose of the Post	To ensure that the duties and responsibilities connected with the fabric and grounds of the schools are carried out effectively ensuring a safe and clean environment for all those who use them as required.
Main duties and responsibilities	<p>Security and associated duties</p> <ul style="list-style-type: none"> • Carrying out security procedures and checks for school buildings and grounds and maintaining appropriate records. • Opening and closing of school premises, including gates, doors, windows, fire exits, etc., for the purpose of school use, lettings, out-of-school hours' functions, maintenance, and emergency services. • Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed. • Liaising as necessary with the emergency services, including calling out of emergency services as required. • Reporting and making good acts of vandalism to the Police as necessary. <p>Health & Safety</p> <ul style="list-style-type: none"> • To identify and report to management any premises H&S issues that may cause injury, harm, or damage to people, property, or the school's reputation. • Ensure H&S legislative regulations are adhered to in line with Trust Policies.

School and Grounds Maintenance

- To undertake routine daily activities within the Notified ERMS and support planned and preventative maintenance in line with Trust procedures.
- Contact approved suppliers/trades to carry out routine works keeping within the financial guidelines as set out by the Trust/School.
- Ensure 'Authorisation To Work' is in place for all non-Trust-wide work carried out on site.

Lettings

- Comply with instructions received from the Head Teacher/ concerning letting procedures and carrying out as per lettings agreements.
- Where requested, be on-site during the course of lettings to:
- Give any assistance to the lettings staff of the facilities hired,
- ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities,
- record/date/time any Premises incidents occurring during the letting period.

Energy/Heating/Conservation

- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, reporting all defects through the school Office/ERMS/Estates.
- Read, record, and report all meter readings as required.
- In conjunction with the Headteacher, implement all agreed policies.
- Inform the Headteacher /Estates of any concerns.

Service Level Agreements (SLAs)

- Check all SLAs are carried out in accordance with approved BWCAT contracts and that evidence of servicing, testing, and inspections are recorded through ERMS.
- Ensure all complaints/inquiries issued as a result of SLAs are passed to Estates.

Contractors Inductions/Supervision

- Carry out contractor induction in line with Trust procedures ensuring all work permits are in place and all safeguarding systems are in place.
- Ensure all trade operatives sign in and out through the school central records.

School Cleaning/Waste management

- Provide cover ensuring all areas are cleaned in order of priority and that COSHH/HACCP/RAMS procedures are followed.
- Ensure all waste is managed in accordance with the Trust Waste Management Policy.
- Deal with all emergency spillages and or the handling of hazardous items following agreed working methods. Clean sickness, spillages, animal foul and hazardous items e.g. broken glass as required.
- Supervise school cleaning staff, ensuring all areas are cleaned to the required specifications. Ensure provision of cleaning materials etc. and oversee ordering as required.
- Ensure that cleaning machinery and equipment are maintained and report and make good any repairs.

Budgets

- Comply with Trust financial guidelines.
- Ensure all works/services are supported by a requisition order to the Head who will authorise a purchase order.

Emergencies

- Ensure that a list of emergency contact numbers is available with a laminated copy of site plans.
- Ensure access to emergency services is kept clear at all times and secure premises as required.
- Ensure a Logistic Plan is available indicating where all stopcocks, fuse boards, utility meters, chemical storage areas, and areas where asbestos exists are in place at the main entrance to the school.
- Deal with or arrange to deal with all bursts, leaks, floods, fires, and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making it safe initially by turning off the supply.
- Arrange repairs with contractors with prior approval of the Headteacher ensuring quotes are obtained and insurance/building regulations are complied with.

Deliveries

- Take delivery of and unpack whole school stock, store materials and other goods including furniture items, and move to appropriate storage cupboards or space, with due regard to current H&S Lifting and Manual Handling regulations.
- Unpack and store stock in conjunction with the School Office.

Furniture moving

- Move such items of school furniture as required, with due regard to current Health and Safety, Lifting, and handling regulations.

Internal maintenance

- Report on ERMS all defects that require specialist repair, inspect electrical fittings, and report defects as required.
- Arrange repairs with contractors with prior approval of ensuring quotes are obtained and Trust insurance/building regulations are complied with.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches, etc. as required.
- Undertake minor repairs to fixtures and fittings including desks, tables, and chairs as appropriate.
- Coordinate and arrange all safety checks and services.
- Redecoration of any area, agreed as reasonable on instruction from the Headteacher.
- Procurement and ordering of all required materials as appropriate for the above.
- Carry out minor works in order to improve the site as required by the Headteacher.
- Attend appropriate training courses as required.

	<p>External maintenance</p> <ul style="list-style-type: none"> • Maintain cleanliness and general tidiness of all external hard areas. • Empty external litter bins on a daily basis. • Clean and clear all drains and gullies to ensure effective and healthy operation. • Inspect the outside fabric of the school, and report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights, grounds etc. • Remove/obscure any graffiti. • Clear leaves, snow, ice, moss, and debris as appropriate. • Treat surfaces with salt etc. in preparation for school opening hours. • Organise for internal/external window cleaning when required. • Carry out minor works in order to improve the site as required. <p>Checks and records</p> <ul style="list-style-type: none"> • Perform daily/weekly/monthly/annual checks of premises and equipment and collate records accordingly. • Take responsibility for the asset management of the school premises and equipment and ensure this is maintained accurately on an annual basis. • Regularly check both internally and externally for any potential danger to pupils, staff, or visitors and report immediately to the Headteacher.
	<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to; child protection, health and safety, security, confidentiality, and data protection and report all concerns to the appropriate person. • To contribute to the overall ethos, work, and aims of the school. • To appreciate and support the role of other professionals in school and from outside agencies. • Attend relevant meetings as required. • To participate in training and other CPD opportunities and Performance Management as required. • Occasionally, planned special projects may require working from out of another Trust member school, as and when required to enable shared skill sets between schools and to develop familiarity with other Site Supervisors, sites, different mechanical services, and locations. • Carry out all duties requested by the Headteacher that are reasonable and commensurate to the post. • To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required

The Bishop Wheeler Catholic Academy Trust is committed to promoting and safeguarding the welfare of all children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.