

**JOB DESCRIPTION AND PERSON SPECIFICATION**

Nishkam Schools Multi-Academy Trust

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title**  | Site Supervisor  |
| **School** | Akaal Primary School, Derby |
| **Accountable to:** | Headteacher  |
| **Salary Grade/Range:**   | Grade 5 (£28,032 - £30,639) |

**Job Purpose**

All staff are a part of the Nishkam Education team and are required to support the ethos, mission and values of the Trust. You will also be expected to work closely with colleagues at other Nishkam Schools to support strategic development and share good practice, working collaboratively to ensure that the Nishkam Schools are presented in a positive perspective.

As a key member of the School’s support team, you will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants and contractors are adhered to.

The candidate will need to be flexible, efficient and able to support the effective running of the site. A Driving license would be advantageous, and the Site Supervisor may be called out of hours in case of an emergency.

|  |
| --- |
| **Main Duties** |
| **Site Supervisor** | * Co-ordination and operation of a Planned Maintenance Programme and maintenance register.
* Operation and management of the heating, ventilation, alarm systems and Building Management System
* Control and monitor, the budgets for repairs and maintenance, utilities (fuel and water), environmental (refuse collection, sanitary contracts).
* Responsible for the day to day management of any planned building work
* Promoting the highest standards of Health and Safety and strategically ensuring the most effective use of the school site.
* Ensure that officers and contractors engaged in work on the school site maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety requirements
* Open and lock the school site when required
* Ensure an attractive and welcoming site, clear of graffiti, litter and fallen leaves.
* Make daily inspections of site, inside and outside, to make sure that all equipment is safe and that the removal of any dangerous materials or objects take place.
* Undertake minor repairs and maintenance work including carpentry, plumbing, and general handyman duties e.g. Minor plaster repairs, replacing loose tiles, re-laying uneven paving, changing light tubes etc.
* Undertake any building projects where possible to support the development of the school
* Sourcing and purchasing of materials for works to be carried out on school site
* Support for school office where required
* Painting and decorating where required
* Oversee cleaning and check that the standard of cleaning specified in the contract is maintained and liaise with the Headteacher and/or cleaning contractors where required
* Fire precautions, ensure provision of fire drill notices, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded, review Fire Risk assessment annually and update as necessary.
* Organise and monitor contractors working on site, and telephone liaison.
* To assist with the movement throughout the school of furniture, other heavy items and parcels/deliveries.
* Under the direction of the Headteacher, to provide building access in the event of important school calendar items such as Open Evening, Governors meetings, celebration evenings.
* Conduct statutory tests and maintain statutory records that are not required to be completed by specialist or external contractors.
* Organise portable appliance testing (PAT) to an agreed schedule.
* Be a site First Aider
 |
| **Support for the School** | The Site Supervisor will also:* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Adopt a flexible approach to the completion of other tasks (at the direction of the Headteacher)
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
 |
| **Responsibilities** |
| **Safeguarding*** The jobholder must observe their obligations in accordance with the Trust’s Child Protection Procedure and the document ‘Keeping Children Safe in Education: Information for all school and college staff’, and to report any concerns that they may have regarding a child or young person’s welfare to the appropriate person.
 |
| **Compliance*** Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 |
| **Equal Opportunities*** Be aware and support difference and ensure equal opportunities for all
 |
| **Conduct*** Contribute to the overall ethos, work and aims of the Trust
 |
| **Training and Development*** Share expertise and skills with others
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use them to advice and support others
 |
| **Additional Information** |
| **Mobility** * The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions
 |
| **Other*** The job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place
* The job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the salary grade for the job
* The jobholder is expected to comply with any reasonable management requests for any other duties commensurate with the grade of the post
 |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential**  | **Desirable** | **Method of Assessment** |
| **Qualifications** |  | * NEBOSH Qualification in Health and Safety (or working towards)
* Membership to a Health and Safety Body e.g. IOSH
 | * Application Form
 |
| **Experience, Knowledge and Understanding** | * Successful experience of managing facilities
* Successful experience of working within a team
* Responsibility for Health and Safety
* Successful experience of leading and managing contracts, Tender, provision, management and evaluation.
 | * Successful experience of working in an education environment or with children
 | * Application Form
* Interview
 |
| **Skills and Abilities** | * High level communication and organisational skills
* Competent in using IT
* Ability to manage time and prioritise well, meet deadlines and work under pressure
* Able to deal with emergency situations
* Good basic maintenance skills to include:
* Painting and decorating.
* Plumbing - un-blocking sinks, traps and waste pipes. Adjustment and re-fitting washers on taps.
* Joinery - first line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after vandalism etc.
* Provide CPD to staff related to Health and Safety
 |  | * Application Form
* Interview
 |
| **Beliefs, attitudes and personal attributes**  | * Support young people with patience, persistence, sensitivity and a commitment to their success
* Ability to relate well to children and adults
* Ability to work under pressure and to deadlines.
* To have a polite, friendly and flexible approach to work
* To remain calm and professional at all times
* To be reliable and punctual
 | * To have a sense of humour
 | * Application Form
* Interview
 |
| **Special Conditions** | * Willingness to work flexibly to meet the requirements of the post in particular at peak times.
* This post requires an Enhanced DBS check
* Committed to equal opportunities and be willing to adhere to all Policies and Procedures.
* Willing to undertake training as required
 | * Support and be committed to our virtues -led approach to education to support the holistic development of children.
 | * Application Form
* Interview
 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Signature of Manager:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of post holder:** |  | **Date:** |  | **/** |  | **/** |  |