



**Job Description**

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| **Job Title:** | Site Supervisor | **Department/Group:** | Premises |
| **Level:** | Grade C (Points 4 to 6) | **Reporting to:** | Site Manager |
| **Annual Salary Range:** | £18,933 to £19,698 | **Weeks per annum:** | All year round |
| **Working pattern:** | Mon - Thu (11.15am to 7.15pm) Friday (11.45am to 7.15pm) | **Hours per week:** | 37 hours |
| **Safer Recruitment Statement** | | | |
| The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
| **Vision statement** | | | |
| ***“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:***   Offering a high quality, inclusive and distinctive education   A caring and nurturing environment based on our Christian values   Recognising the unique nature of each child. | | | |
| **All staff employed by the Bishop Fraser Trust are required to** | | | |
|  uphold and promote the Trust’s vision   uphold and promote the Christian ethos of all schools in the Trust   support and contribute to the achievement of all students academically and pastorally   support and contribute to the Trust’s responsibility for safeguarding all students   undertake professional training to enhance personal development and job performance;   Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection   maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect   share best practice, expertise and skills with others | | | |
| **Main Objectives of Role:** | | | |
| To carry out routine maintenance and basic repairs; and secure lock- up of site. | | | |
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| Security   Lock/unlock school buildings areas;   Assist with regular security checks;   * Operate alarm systems * Due to the nature of the role there will be frequent occasions of lone working   Cleaning and Maintenance   Assist with general basic maintenance and repairs e.g. joinery, plumbing and painting;   Operation of heating plant, cooling and lighting systems;   Collect and assemble waste for collection;   Undertake duties including graffiti/chewing gum removal, litter picking;   Undertake emergency and/or general cleaning duties as required;   Undertake routine ‘client’ tasks in connection with premises-related contractors, cleaning and grounds maintenance;   Provide emergency access to the school site;   Undertake activities to maintain and clean external environment e.g. gritting, window cleaning;   Weekly checks of fixed outdoor equipment;   Undertake supervision of cleaning staff;   Undertake Health & Safety checks including fire equipment  Tasks – Resources   Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches;   Ensure the maintenance of a clean and orderly working environment internally and externally;   Timely and accurate preparation of routine equipment/resources/materials as set out in instructions;   Undertake basic record keeping as directed;   Refill and replace consumables e.g. soap and paper towels;   Report faulty equipment and other maintenance requirements to appropriate person;   Ensure lights and other equipment are switched off as appropriate | | | |

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| Tasks – Organisation   Assist with the receipt, distribution, collecting and dispatch of goods;   Assist and participate in the organisation and movement of furniture within the building;   Maintain and arrange orderly and secure storage of supplies;   Operate everyday equipment in accordance with instructions   * Work as part of the school team for events such as open evening e.g. traffic management /car park duties | |
| **All Staff employed by the Bishop Fraser Trust will:** | |
|  Seek to be positive and build up the common good through their own individual contribution to the life of their school   Offer ideas and suggestions for making things better   Engage actively in the appraisal and performance review process   Seek to develop a better work/life balance   Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description   Work within the Trust and individual school’s Health & Safety Policies to ensure a safe working environment for all staff and pupils.   Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.   Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.   Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.  This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher/SLT or other more senior posts within the trust to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment. | |
| **Last Updated:** | November 2020 |