

Northern Education Trust – Job Description

Job Title:	Site Supervisor		
Base:	Academy		
Reports to:	Site Manager	Grade:	SCP 8-12
Service responsibility:		Salary:	£19,945 - £21,589.00 FTE
Additional:		Term:	18.5 hours / 52 weeks

JOB PURPOSE

- The post holder is responsible for ensuring that the academy is well-maintained, safe and secure site for all users.

JOB SUMMARY

1. Carrying out security procedures for academy buildings and grounds
2. Opening and closing of the academy premises including gates, doors, windows, fire exits etc. for the purpose of the academy use, lettings, functions, maintenance and emergency services.
3. Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured.
4. Reporting acts of vandalism to the Site Manager and or police as necessary.
5. Complying with instructions from the Site Manager any necessary cleaning of areas within the letting agreement.
6. Carry out as required by the Site Manager any necessary cleaning of areas within the letting agreement.
7. Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer and Site Manager.
8. To co-operate with Site Manager to ensure cover in the event of sickness, or other absences including holiday leave.
9. Take delivery of post, stores materials and other goods. Ensuring delivered items are taken to specific departments.
10. Unpack and store stock.
11. Moving of academy furniture as required with due regard to current Health and Safety and Lifting and Handling regulations.
12. To work in conjunction with the cleaning supervisor when appropriate.
13. Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
14. Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
15. Ensure access for emergency services, assist as necessary and secure premises as required.
16. Report all defects which require specialist repair, inspect electrical fittings, and report defects as required.
17. Replace lamps and domestic fuses as required.

18. Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required.
19. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate. Inform Site Manager of items which may require ordering to enable completion of the above mentioned works.
20. Be responsible for the supply and availability of all hygiene materials.
21. Remove graffiti etc.
22. Attend appropriate training course as required.
23. Maintain cleanliness and general tidiness of all external areas.
24. Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation.
25. Inspect outside fabric of the academy, report and repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc. Repair report defects to Head of Facilities as appropriate.
26. Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
27. Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
28. To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
29. To comply with the academy policies and procedures at all times.
30. Undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the organisation.

GENERAL

1. To participate in wider Academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: