

**Job Description**

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| <b>Job Title</b>                                | Site Supervisor L1  |
| <b>Grade</b>                                    | D   |
| <b>Responsible To</b>                           | Site/Facilities Manager / Support Services Manager / Headteacher / Principal  |
| <b>Staff Managed</b>                            | Cleaning / Site Staff   |
| <b>Job Family</b>                               | Site Team   |
| <b>Job Purpose:</b>                             | To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.<br><br>Supervises cleaning staff, ensuring high standards of cleanliness within the school  |
| <b>Job Context:</b>                             | The Site Supervisor and Cleaning Team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.<br><br>The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.   |
| <b>Accountabilities / Main Responsibilities</b> |   |
| <b>Operational Issues</b>                       | <ul style="list-style-type: none"> <li>• To ensure the security of the building and site, undertaking daily security checks,</li> <li>• Act as a designated key holder, providing response to emergency calls.</li> <li>• Locking and unlocking of buildings at pre-determined times</li> <li>• To monitor the heating system and report any faults to their Manager</li> <li>• To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow.</li> <li>• To undertake general portering duties whilst on site to include moving furniture &amp; equipment on site</li> <li>• Receive deliveries to the site</li> <li>• To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings</li> <li>• To assist with cleaning duties as required</li> <li>• Collect and assemble waste for collection</li> </ul> |
| <b>Communications</b>                           | <ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff within the school.</li> <li>• Welcome contractors onto the site and check clearances</li> </ul>  |
| <b>Resource Management</b>                      | <ul style="list-style-type: none"> <li>• Supervises the work of the cleaning staff within the school</li> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Store equipment and products safely and securely</li> <li>• Ability to carry out informal risk assessments on buildings to identify faults/hazards</li> <li>• Order, stock control and store cleaning and caretaking equipment and products safely and securely</li> </ul>   |
| <b>Safeguarding</b>                             | <ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>  |
| <b>Systems and Information</b>                  | <ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>  |

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| <b>Data Protection</b>   | <ul style="list-style-type: none"> <li>To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>  |
| <b>Health and Safety</b> | <ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>   |
| <b>Equalities</b>        | <ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>Develop own understanding of equality issues.</li> </ul>   |
| <b>Flexibility</b>       | <ul style="list-style-type: none"> <li>Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>   |
| <b>Customer Service</b>  | <ul style="list-style-type: none"> <li>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>Understand your own role and its limits, and the importance of providing care or support.</li> </ul> |

**Person Specification**

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| <b>Staff Managed</b>  | Cleaning / Site Staff  |   |
| <b>Job Family</b>   | Site Team  |   |
| <b>Essential</b>  |  | <b>Desirable</b> (if not attained, development may be provided for successful candidate)                                      |
| <b>Knowledge</b>  |  |   |
| <ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety</li> <li>• Ability to read and write</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Ability to use tools for making minor repairs</li> </ul>                             |
| <b>Experience</b>   |  |   |
| <ul style="list-style-type: none"> <li>• Experience of undertaking general cleaning and caretaking duties</li> <li>• Experience of carrying out minor repairs</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Experience of working as part of a team</li> </ul> |
| <b>Occupational Skills</b>  |  |   |
| <ul style="list-style-type: none"> <li>• Able to work with minimum supervision.</li> <li>• Self-motivated</li> <li>• Punctuality</li> <li>• Flexible approach</li> <li>• Attention to detail</li> <li>• Ability to manage time effectively to complete tasks to a high level.</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Good verbal communication skills</li> </ul> |  |   |
| <b>Qualifications</b>   |  |   |
|   |  | <ul style="list-style-type: none"> <li>• Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>   |
| <b>Other Requirements</b>   |  |   |
| <ul style="list-style-type: none"> <li>• Ability to carry out general caretaking and cleaning duties as detailed in the Job Description.</li> <li>• Enhanced DBS clearance</li> </ul>   |  |   |