



## **Job Description**

### **Site Supervisor**

<b>Responsible to:</b>	Facilities Manager
<b>Grade &amp; Range:</b>	NJC APT&C Pay Scale Grade 4 (Points 4-6)
<b>Salary Range :</b>	£18,426 - £19,171 (£9.55 - £9.93 per hour)
<b>Hours:</b>	37 hours per week, working full year
<b>Holidays:</b>	Under 5 years' service, 25 days, 8 bank holiday & 2 statutory days Over 5 years' service, 31 days, 8 bank holidays & 2 statutory days
<b>Start Date:</b>	As soon as possible
This is a permanent post, subject to the successful completion of a six month probationary period	

### **Academy Mission Statement**

As a worshipping community, witnessing to the Christian faith in all the school's activities, Ripley St Thomas Academy aims to develop to the full the academic, spiritual, aesthetic and physical potential of each pupil, encouraging in all its members a real and living faith in God.

### **We aim:**

- To educate our pupils in *body, mind and spirit*, enabling them to *live life to the full*.
- To place equal emphasis on *academic excellence, character development* and *wellbeing*.
- To serve the *common good* by fulfilling our commitments to *creation* and *community*.

### **Purpose of the role**

Under the general guidance of the Facilities Manager, to contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards, including the security and supervision of the site and related equipment, grounds maintenance and other caretaking duties including portering, cleaning and maintenance.

### **Main duties of the post**

#### **Security and Supervision**

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence.

#### **Caretaking and Maintenance**

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the School Business Manager or line manager.
- Actively contribute, maintain and complete compliance tasks to ensure school meets statutory regulations.
- Drawing the attention of the appropriate authorities via the School Business Manager/line manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff.

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- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:
  - Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc
  - minor maintenance of the heating system e.g. bleeding radiators
  - minor repairs to school furniture, sports and classroom equipment
  - painting and decorating as appropriate
  - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc
  - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window at a high level or glass covered by safety glazing regulations
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching equipment, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine compliance procedures and checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

### **Grounds Maintenance**

- Maintain trees, shrubs and plants – to enhance the learning environment for the academy community.
- Controlling weeds as needed.
- Maintaining good levels of mulch on beds.
- Erecting fencing if needed and carry out fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.
- Keeping entrances and paths tidy in all weather, routinely clearing of leaves and other debris.
- Maintaining the all-weather pitch, brushing and clearing debris as needed.
- Occasional cutting the grass on the site as required.
- Marking out sports pitches as and when needed; this includes rugby and football pitches, and cricket wickets and athletic tracks in the summer. Remarking lines as required.
- Erecting football and rugby posts and the discus cage when needed.
- Maintaining the Groundsman's store and equipment, including sports equipment, keeping it in good condition.
- One off events as required, e.g. the district cross country event by setting out and marking out the course on the Heights.

### **Other duties**

- Maintaining accurate record keeping.
- Testing portable electrical equipment if trained and accredited to do so.
- Planning of own workload.

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- Undertaking letting and related duties as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertaking training as appropriate.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable.

**General**

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments.
- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Your duties should be discharged in such a manner as to maintain and develop the Christian character of the school and to support the school mission statement.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and school development. In addition it may be amended at any time after consultation with you.

*The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

**Person Specification**

<b>Job title: Site Supervisor</b>	<b>Grade 4</b>
<b>Requirements (based on the job description)</b>	
<b>Qualifications</b>	
NVQ Level 2 qualification in Caretaking (or equivalent)	D
Full driving licence	E
<b>Experience</b>	
Experience of undertaking manual tasks (e.g. maintenance, DIY etc.)	D
Experience of computer skills	D
Experience of security-related duties	D
<b>Knowledge, skills and abilities</b>	
Ability to work as part of a team	E
Excellent communication skills and listening skills	E
Flexible attitude to work	E
Ability to work in an organised and methodical way	E
Basic numeracy and literacy skills	E
Attention to detail skills	E
Basic DIY/Repair skills	E
Ability to use powered tools and equipment relevant to the role (e.g. drill)	E
Time management skills	E
Ability to manage own workload and prioritise effectively	E
Awareness of Health & Safety issues	E
Awareness of COSHH	E
Good interpersonal skills	E

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Positive approach to customer care and service delivery and a can do attitude	E
Basic IT skills – willingness to learn and develop	E
<b>Other (including special requirements)</b>	
Commitment to safeguarding and protecting the welfare of children and young people	E
Commitment to equality and diversity	E
Commitment to health and safety	E
Commitment to attendance at work	E
Commitment to undertake in-service training	E
Willingness to work occasionally outside of contracted hours (e.g. Parents' Evenings, school functions)	E
Willingness to respond to emergency callouts	E
<b>Note: We will always consider your references before confirming a job offer in writing.</b>	