



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Site Supervisor
SCHOOL:	Josephine Butler Campus
SALARY:	Band 6
RESPONSIBLE TO:	Director of Health and Safety and Estates

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

- To supervise and lead the caretaking team and support the lettings team in providing a high quality and responsive caretaking/lettings service, by providing direct management and supervision, including regular one-to-ones and performance management
- Monitor all caretaking activity ensuring duties and responsibilities are carried out in accordance with NCEA Trust policies and procedures and in line with the school's routines and schedules
- To liaise with Headteachers to ensure that they are informed of all caretaking and site issues.
- Monitor the Caretaker's 'Help Desk' to ensure that requests are responded to in an appropriate timeframe, providing regular updates to the Director of H&S and Estates and the Statutory Compliance Coordinator.

MAIN RESPONSIBILITIES:

Health and Safety

- To assist the Director of Health & Safety & Estates in providing a safe environment for the school community and its visitors.
- Perform all duties with the needs of health and safety in mind, taking remedial action where hazards are identified, balancing risk management with operational necessity.
- Assist the development of appropriate Risk Assessments, SSoW & CoSHH assessments
- Ensure that Caretakers regularly test fire alarms, hydro-pool & maintain the test register.
- Ensure that Caretakers maintain a clear passage at fire escape routes and that the site is safe & tidy e.g., moving boxes, replacing moved furniture.
- Support Caretakers to undertake all safety monitoring activities, record findings and report as necessary.

- Ensure plant rooms are tidy and that no flammable materials are stored there.
- Report serious hazards and occurrences to the Director of Health & Safety & Estates immediately, making safe any hazards and ensuring the area is cordoned off.
- Ensure all materials, tools, and equipment available for caretakers are always in a safe condition.

Security & Emergency

- Respond to out of hours or weekend calls when required and deal with security or emergency issues, alerting the Director of Health & Safety and Estates to any risk or breach of security.
- Assist caretakers and lettings team, when required, in setting & deactivating the school alarm system together with locking/unlocking gates and internal/external doors, ensuring all windows are closed and locked, that the site's buildings and grounds are secure at the end of the day and that the alarm system is functioning properly.
- Monitor, record, and report any defects to buildings, furniture, fittings and equipment to the Director of H&S and Estates and other responsible facilities team staff.
- Regularly check roofs for pooling, loose tiles, plant growth etc.
- Keep an accurate record of all mandatory monitoring activities, taking action on those findings as required.
- Ensure the safe and efficient operation of all mechanical, electrical and heating/ ventilation services, reporting issues to the Director of H&S and Estates as above.
- Be aware of the location of all stopcocks, water, gas, and electricity meters.
- Participate in all site based annual Fire Risk assessments and Health & Safety inspections
- Undertake minor repairs to furniture, blinds and internal fixtures and fittings such as taps, toilet seats etc. Report any unrepairable issues to the Director of H&S and Estates.
- Ensure that all allocated equipment, furniture, and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse.

Reporting

- The jobholder will report to the Director of H&S and Estates
- Report incidents to the Director of H&S and Estates and record these in relevant log(s). Keep the Headteachers informed of all site issues.
- Identify and report any unrecorded maintenance issues to the Director of H&S and Estates.

Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of students.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Staff Behaviour policy.
- Staff will receive appropriate child protection training and online safety training which is regularly updated.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Site Supervisor	Department: Facilities		Assessment Methods
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> • Experience of team supervision • Good communication skills and the ability to work with contractors, staff, and management • Willingness to work flexible hours and respond to emergencies. • Knowledge of health & safety regulations and compliance procedures • Experience in premises maintenance, including cleaning, repairs, and general upkeep 	<ul style="list-style-type: none"> • Good understanding of H&S legislation • Ability to undertake site-based risk assessments • Experience of working in a school environment 	
Skills & Competencies	<ul style="list-style-type: none"> • The ability to communicate at all levels in the organisation and effectively pass on relevant information • Proven organisational skills with the ability to multi-task and problem-solve • Ability to work under pressure and to meet deadlines 	<ul style="list-style-type: none"> • Have effective problem-solving skills and a blending of creative and analytical thinking • Work as part of a team in order to deliver a service to others 	
Knowledge & Qualifications	<ul style="list-style-type: none"> • Good level of education with a minimum 3 or more qualifications at GCSE Grade C or 	<ul style="list-style-type: none"> • Professional qualification in a related area such as building, engineering, facilities 	

	<p>above, including Maths and English, (or equivalent)</p> <ul style="list-style-type: none"> • Extensive knowledge and experience of asbestos management and associated risks presented in relation to proposed or planned repairs, maintenance, and structural changes where this may be a consideration. 	<p>management (IWFM), Health & Safety (IOSH/NEBOSH</p> <ul style="list-style-type: none"> • Good working knowledge of fire regulations 	
Physical, mental and emotional demand	<ul style="list-style-type: none"> • Commitment to helping provide a high-quality service to children and families 		
Other			