



## Site Supervisor

### Job Description

#### Purpose of Job

<b>Post:</b>	Site Supervisor
<b>Grade:</b>	Jigsaw Grade 4 SCP 18-21
<b>Location:</b>	Fulwell Infant / Ouston Primary
<b>Responsible to:</b>	Head teacher/Business Manager/Senior Manager
<b>Job Purpose</b>	<p>To play a key role in maintaining the security, safety, cleanliness and upkeep of all Jigsaw Trust Academies buildings, grounds and facilities under the direction of the Head Teacher. To organise and direct all premises staff (both internal and visiting).</p> <p>Undertaking the traditional caretaking role for Jigsaw Learning Trust including -</p> <ul style="list-style-type: none"><li>✓ All weekend boiler security checks</li><li>✓ 2 hours grounds maintenance per week</li><li>✓ Up to 20 alarm call outs per year</li><li>✓ No more then 100 active lettings per year</li><li>✓ 2 special all day Saturday events</li><li>✓ All travel time and expenses</li></ul>

#### Principal Responsibilities and Duties

1. To open and lock the Academy (7.00am and 6.30pm daily).
2. To ensure that the all areas of the Academy premises, including the kitchen, meet statutory building requirements.
3. To be responsible for the daily inspection of Jigsaw Trust Academies premises and to ensure that there are no hazards prohibiting the safe use of the building or grounds.
4. To report any such hazard to the Head Teacher immediately and keep a record of all such incidents.
5. To maintain the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems,



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that there is an appropriate system of key holding management, that periodic reviews of site security are conducted and that appropriate progress action is followed through.

6. To prepare and give the Head Teacher regular security reports.
7. To prepare and give the Head Teacher a robust procurement policy.
8. To monitor the quality of work by outside agencies, ensuring that the work is completed and shows value for money.
9. To check the boiler and heating systems to ensure all parts are correctly functioning.
10. To ensure the heating system is working in all parts of the site.
11. To carry out and supervise basic general maintenance of premises, reporting any damage to the Head Teacher.
12. To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.
13. To prepare and assist with an internal painting programme.
14. To ensure general cleanliness and tidiness of all hard surface areas of the academy, including drains, catch-pits, gulleys, etc., and the removal of graffiti.
15. To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
16. To be responsible for Water Hygiene management and immediately report any suspicions of poor water quality.
17. To be responsible for Asbestos management and ensure that all contractors on site have the asbestos register made available to them.
18. To ensure safe pedestrian access especially during bad weather, including clearing snow, salting and gritting.
19. To ensure the windows within the Academy are cleaned at regular intervals.
20. To pick up litter both inside the Academy and throughout the site.



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21. To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc.
22. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
23. To oversee and organise cleaning staff rotas as appropriate.
24. To oversee all aspects of kitchen maintenance and cleaning.
25. To support the kitchen staff in setting up facilities each day.
26. To undertake spring cleaning, including some high level cleaning at the end of school terms as required, e.g. the cleaning of the main hall and the application of floor seals.
27. To take deliveries of stores, materials and other goods and to undertake portering duties as required (including moving furniture, equipment etc).
28. To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Head Teacher or CEO of Jigsaw Trust Academies.
29. To ensure that the fire alarm is tested on a weekly basis and that the fire emergency evacuation plan is tested on a termly basis by having a fire drill where different scenarios are tested.
30. To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment
31. To ensure the safe storage and control of any potentially harmful materials and chemicals used within the Academy and ensure that such materials are appropriately marked and signposted
32. To be responsible for the supervision of other premises staff, particularly cleaners and assistant caretaker, to include, identifying training needs, monitoring standards of work, drawing up their programmes of work, ensuring training is up to date and that appropriate induction has been provided.
33. To ensure the Academy is open and locked for "letting" requirements as appropriate.



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34. To manage and operate systems of staffing cover for lettings and other community usage of the premises.
35. To advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands
36. To undertake grounds maintenance duties as required.
37. To be responsible for the ordering of stock, checking of invoices, monitoring of budgets and keeping records of all equipment and tools within the post holder's sphere of responsibility.
38. To undertake regular inspections of the site and report significant defects and remedy minor defects.
39. To monitor work and certify that work has been done satisfactorily when external contractors/inspectors are employed.
40. To ensure collection and disposal of all refuse and liaise with the appropriate body to ensure skip available at all times.
41. To assist in health and safety audits and reviews.
42. To act as a member of the premises team of Jigsaw Learning Trust and to provide support and cover for other members of the team where needs arise, e.g. in the event of sickness, during busy periods, holiday cover, etc.
43. To be willing to change to flexible working hours in times of need to support the needs of Jigsaw Trust Academies
44. To be fully compliant with all training requirements in order to carry out your professional role.



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### Generic

1. To assist in ensuring a high standard of customer service to users of the academies.
2. To carry out duties in accordance with full regard to the academies policies and procedures.
3. To promote and safeguard the welfare of children and young people they come into contact with.
4. To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
5. To act in compliance with data protection principles in respecting the privacy of personal information held by the academies.
6. To adhere to the academies policy on equality and diversity.
7. To adhere to the academies code of conduct, child protection and all other related policies.
8. To adhere to the academies health and safety policies and relevant legislation.
9. Annual leave must be taken during school holidays.
10. To undertake such other reasonable duties as may be required within the academy.

**This job description is subject to annual review.**