



**Bishop Wilkinson**

Catholic Education Trust  
Through Christ, in Partnership

## Job Description

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Job Title: **Site Supervisor**  
Grade: Grade E (£20,493 - £22,183 per annum)  
Responsible to: Chief Operating Officer/Senior Leadership Team

### Purpose

- The post holder will be required to move between multiple sites across the schools in the Trust to ensure that operational needs are met.
- To have responsibility for the day-to-day premises related functions, including buildings and grounds maintenance, security, lettings, cleaning and liaising with contractors.
- To ensure that the Trust gives a positive first impression to all users of our schools and that pupils, staff, visitors and contractors can work in it effectively and safely working to ensure compliance with legislation and guidance.

### Key Responsibilities

#### ➤ **Buildings and Grounds Maintenance:**

- Ensure that all plant and equipment are available and working effectively.
- Ensure that general maintenance and remedial works are carried out by Trust approved contractors and records are maintained.
- Ensure that the grounds and buildings are clean, free of hazards and maintained correctly.
- Ensure that buildings are maintained in accordance with a planned maintenance schedule and that the asset register is maintained.
- Responsible for regular maintenance checks and follow-up actions.
- Provide advice on the annual long term maintenance requirements to support a cost-effective maintenance programme.

- Responsible for contractors whilst on site and ensure work is completed to the required standard.
- Purchase premises related equipment and supplies within agreed budget.
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
- To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. clearing snow, gritting etc.).
- Ensure that all refuse is disposed of promptly and in accordance with legislation.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures.
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
- To maintain appropriate records including intruder alarm logbook, repair orders, and heating system records book, carry out meter readings for the school.
- To report emergencies in the case of faults with gas, electric and water supply to the Headteacher/Senior Leadership team.

➤ **Cleaning:**

- Ensuring safe use and storage of caretaking and cleaning supplies in accordance with COSHH regulations.
- Ensure that all areas of the building are clean and ready for use and reporting any concerns.
- Ensure that any spillages are mopped up and that any soiling are cleaned up as soon as practical.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.

➤ **Security:**

- Be responsible for ensuring the security of the Trust's school buildings and sites in accordance with the requirements of the school. Opening and locking up of the school including lights and internal doors.
- Opening and closing of the schools within the Trust daily at agreed times with the Headteacher.
- Be a key holder for the Trust sites and control the allocation of users for the routine and non-routine use.

- The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

➤ **Health and Safety:**

- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.
- To comply with the requirements of Health and Safety, other relevant legislation and school policies and carry out weekly fire alarm tests, water tests and assist with evacuation procedures.
- Act upon any health and safety concerns including the removal of unsafe equipment and report this to the COO/Headteacher/Senior Leadership team.
- Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
- Advise the Headteacher/Senior leadership team of any changes that are required to generic risk assessments and management plans.
- Supervise contractors while working on the Trust site operating a safe working environment.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- Provide safe access to site during periods of inclement weather and emergency situations.

➤ **General:**

- Ensure that classrooms, assembly hall, dining areas, sports hall are set up as required for teaching, assemblies, performances, open days, examinations and any other event.
- Provide support for staff in terms of moving deliveries, equipment and resources as required.
- Supervise lettings at evenings and weekends as and when required.
- Undertake general handyperson duties (to include painting and decorating, minor repairs to fixtures and fittings) and any ad hoc non-technical requests.
- Undertake daily premises inspections (to include lighting, heating, fire extinguishers, safety system checks, playground areas) against a set checklist and reporting the findings to the COO/Headteacher/Senior Leadership team.
- Be responsible for all equipment and hand tools provided ensuring that they are kept secure, maintained and replaced as appropriate;
- To undertake training and development relevant to the post.

- Support all schools within the Trust in discussion with the COO/Headteacher/Senior Leadership.
- To undertake any other duties as directed by the COO/Headteachers/Senior Leadership Team.

### **Additional Information/Other Requirements**

- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BW CET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.
- The post holder will be required work across all sites within the Trust as appropriate to undertake the role and must be able to meet the travel requirements of the post.
- To work flexibly and outside normal core hours when required.

The duties and responsibilities highlighted in the job description are indicative and may vary over time.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

January 2021



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## Person Specification

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Responsible to: Chief Operating Officer/Senior Leadership Team

Person Specification	Essential	Desirable
<b>Experience and Knowledge</b>		
Previous experience of working in a similar role, preferably in a school or maintenance environment	X	
Experience of general building repairs and maintenance	X	
Knowledge of health and safety		X
<b>Skills and Abilities</b>		
Ability to use own initiative and self-motivated	X	
Able to work unsupervised to a high standard and within agreed timescales	X	
To have good IT skills and to effectively use computers	X	
Excellent communication skills, with the ability to communicate effectively with staff and visitors	X	
Able to work as a team member	X	
Ability to work proactively to meet deadlines, respond to unplanned situations and use initiative to resolve day-to-day problems	X	
An enthusiastic and flexible approach to work	X	

<b>General</b>		
To work flexibly required and work outside of core hours including evenings and weekends as required	X	
Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow the Trust's safeguarding policies and the Trust's ethos, aims and its whole community	X	
To travel and work across all multiple school sites within the Trust	X	
Willing to undertake training and development	X	
Attend meetings and communicating with colleagues in schools	X	

January 2021