

Job Description

Post Title:	Site Supervisor
Responsible to:	The post holder is directly accountable to Director of Business and Finance
Grade	Scale S6 £25,927-£27,514
Principle Responsibilities	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> • Care and Maintenance of the building and grounds • Assisting with the security of the building and grounds
Main Duties	<p>The post holder will be required to:</p> <ul style="list-style-type: none"> • Uphold the academy ethos, procedures and expectations; • To uphold our commitment to safeguarding and to promote the wellbeing of children • To uphold our commitment to Equality and Diversity within the Academy • To act as key holder for the academy with opening and closing responsibilities on a daily basis • To ensure the security of the site and buildings To keep the main academy site (grassed areas, playgrounds, artificial turf surface, paths and entrance areas) clean of litter, weeds, dirt and hazardous materials. Litter bins should be emptied daily and in winter all entrances and main entrance routes should be kept free of ice and snow • To carry out basic maintenance and minor repairs as required • Ensure all building defects are reported and repaired as soon as is practicable • Systems testing, such as fire alarms, are conducted on a periodic basis • To act as cleaner during the academy day should an emergency arise. The systems standards of cleaning should comply with the standards expected by the Governors • To undertake portage duties (e.g. deliveries, furniture, equipment) as required • To maintain equipment and machinery used outside the building, and to report faults requiring major repair to the Director of Business and Finance • To check the operation of all heating and ventilation equipment and report defects • Ensure the 3G Pitch is brushed and raked as specified • To ensure that all graffiti on any external/internal parts of the premises is removed • To clean all ground level external windows, as well as associated paintwork as time permits, but at least once a year • To clear weekly all debris from outside gullies, drains and gutters at ground level • To carry out basic grounds maintenance as directed by the Director of Business and Finance • A working week of 37 hours a week, is to include shift and weekend working • Provide first aid cover out of normal working hours • Any other duties, as directed by the Director of Business Services, which are considered appropriate to the post and grade
Personal Responsibilities	<p>The post holder will:</p> <ul style="list-style-type: none"> • Support the Academy in ensuring that communication within the Academy is effective;

	<ul style="list-style-type: none"> • Support staff when required; • Be flexible in relation working patterns and shift start times to accommodate Academy needs e.g. Evening events, winter weather conditions, annual leave cover. • Participate in performance management, coaching and CPD.
Stakeholder Responsibilities	<ul style="list-style-type: none"> • To act as a role model for students by demonstrating own high-quality conduct and expectations; • To communicate any issues/concerns to the relevant person; • Follow up on any communication from parents/carers where appropriate.
Accountability	<ul style="list-style-type: none"> • To regularly review own practice, set personal targets and take responsibility for own personal development.
Strengthening communities	<ul style="list-style-type: none"> • Possess a 'can do' approach to departmental/school improvement and excellence; • Be an excellent communicator; • Work positively and in partnership with parents, governors and the community; • Support Biddick Academy's climate for learning.
Generic Responsibilities	<p>The post holder will:</p> <ul style="list-style-type: none"> • Be an excellent role model for students and staff; • Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities; • Attend Academy events and activities; • While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified; • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description; • Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.

Notes

This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.

This document does not form part of your contract of employment.

This post will have contact with children and as such a satisfactory disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.