

**The Roseland Multi-Academy Trust**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Site Supervisor
<b>Grade:</b>	F (Points 1-6)
<b>Employment</b>	52.143 weeks per year 37 hours per week plus inset, overtime and evening working as required
<b>Holiday Entitlement</b>	28 days including bank holidays
<b>Responsible to:</b>	CEO / CFO / Trust Premises Manager / Headteacher / Site Supervisor / Leadership Team
<b>Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Internal: Executive Leadership Team, Central Services Team, Headteacher, Leadership Team, Trust Premises Manager, Site Team, staff, students, Trustees, Governors. External: Trust partners, other schools and colleges, suppliers of goods and services, contractors, parents/carers, visitors.

**MAIN PURPOSE OF JOB:**

- To undertake general repairs and maintenance, and support the Trust Premises Manager and Site Supervisor in maintaining the security, safety, cleanliness and upkeep of school buildings, grounds and facilities across sites.
- You will have a base school, as per your Contract of Employment, and will regularly travel to other schools within the Trust, as required.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To open and/or close a school. To act as joint key holder for a site, ensuring security at all times including the operation of alarms.
2. To be available for call-out on a rota basis.
3. To act as a member of the site team and to provide support and cover for other members of the team where needs arise, eg in the event of sickness, during busy periods, holiday cover, if they are at another school within the Trust etc.
4. To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with the Trust Premises Manager/Site Supervisor or approved contractors as directed.
5. To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.
6. Set up and provide practical support in arrangements for whole school/year group assemblies, meetings and events.
7. To take deliveries of stores, materials and other goods and to undertake portering duties as required (including moving furniture, equipment etc).
8. To carry out basic maintenance of all equipment, liaising with the Trust Premises Manager/Site Supervisor in the first instance on major problems.
9. To keep records relating to vehicles, use of tools, plant and materials and visits to sites.
10. To ensure adequate stocks of tools, equipment and materials necessary for the upkeep of a school's premises and to report any requirements for additional stocks to the Trust Premises Manager/Site Supervisor.
11. To support ground maintenance activities as directed and where necessary trained, to ensure a school's premises and grounds are maintained in a neat and tidy condition.
12. To maintain the security of grounds maintenance machinery, tools, equipment and stock.
13. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.

14. To assist with the efficient operation of heating systems, ensuring good working order.
15. To record and monitor gas / electricity / water (as applicable) meter readings/returns as required.
16. To assist in the collection and disposal of all refuse and recycling and ensure school buildings and grounds are free of litter and graffiti.
17. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
18. To undertake spring cleaning, including some high level cleaning at the end of each school term.
19. To assist in maintaining an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc.
20. Following training, visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
21. To act as a fire warden and participate in evacuation processes as agreed and in accordance with a school's recognised Evacuation Procedure.
22. Support the provision of First Aid, as appropriate.
23. To maintain records and complete paperwork as required.
24. To drive the school's minibus(es), as trained, as well as take responsibility for the upkeep of the school minibuses ensuring they are clean, inspected for damage and are relevantly stocked.
25. To attend health and safety and site meetings as required.
26. Keep up-to-date with current health and safety developments, legislation and training.
27. Effectively communicate (verbally and in writing) information at an appropriate level, and in a suitable style, having assessed the audience.
28. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including safeguarding, health and safety, equality and diversity and data protection.
29. Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
30. Be responsible for your own continuing self-development, undertaking training as appropriate.
31. To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Relevant Experience</b>	Practical experience of building and grounds maintenance work	Practical experience of building and grounds maintenance work in a school or similar environment  Previous experience in use of power machinery
<b>Education and Training</b>	NVQ, GNVQ or GCSE qualifications. Level 1 qualifications may be considered if accompanied by relevant experience	Basic Health and Safety qualification  Lifting and manual handling training  High level cleaning safety training  First Aid qualification/training
<b>Special Knowledge and Skills</b>	Good practical skills  Organisational skills  Ability to communicate effectively with visitors, colleagues and students  General knowledge of building maintenance  Driving licence and access to a vehicle to allow cross-site working	Minibus licence  Word processing and spreadsheet skills
<b>Any additional factors</b>	Ability to undertake physically demanding work  Team worker with positive, solution-focussed attitude  Flexible approach to work requirements, including able to work unsocial hours  Ability to work on own initiative  Tact, diplomacy, sense of humour  Appropriate interaction with children/young people	