

## PROPERTY SERVICES DEPARTMENT

### Site Supervisor

**Main purpose:** To provide support to the Property Services.

**Responsible to:** Site Team Manager

#### 1. Duties

- Flexible working hours are required to cover the morning and evening shift when required.
- Reporting any Health & Safety issues, building defects, any major maintenance issues and security breaches either to Property Management Team or communicating to other Site Supervisors via email or whiteboard
- Lock/unlock and secure school dealing with any issues arising
- Carry out routine, mandatory Health & Safety checks as defined by Property Management Team
- Carry out remedial work reported as requested via the maintenance reporting system
- Portering of deliveries to all areas of school
- Cover frequent manual handling tasks to support school activities.
- Attend relevant training courses identified by Property Manager
- Ensure the site is tidy for next academic day i.e. removing all signage and cones from evening events

#### 2. Hours

- Monday to Friday, 11am – 4pm
- Prepared to work additional occasional hours to cover team or School activity or adjust working day accordingly to cover locking up / unlocking
- Prepared to work flexibly to cover morning or evening shift when required.

### **3. Skills**

- Knowledge and experience of tools and equipment in building maintenance environment
- Carry out duties with full regards to the School's Health & Safety Policy and Procedures

### **4. Attributes**

- Able to work as team member and under own initiative
- Mature and responsible
- Self motivated individual
- Good communicator
- Ability to work in an active role

### **5. General**

Any other duties as may reasonably be required by the Property Manager, Business Manager or Head Teacher.

In the interests of effective working, the duties may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the Academy's Safeguarding policies, and to recognise that safeguarding is *everyone's* responsibility.