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|  | **Job Description** |
| **Post Title** | **Assistant Site Supervisor** |
| **Reporting to:** | Premises Manager/HR & Business Manager |
| **Working time:** | Part Time 22½ hours per week working all year round (8.30am – 1pm) |
| **Salary/Grade:** | SCP 6 currently £8.50 per hour £8864 per annum |
| **Disclosure Level** | Enhanced |
| **Place of work** | Monkwearmouth Academy, however, there will be a requirement to work at any site across the Multi Academy Trust as required. |
| **Principal Responsibilities**  To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for students, staff and visitors and other users of the site facilities | |
| **Key Responsibilities** | **Key Accountabilities** |
| **Security of Premises** | * Challenging unknown persons on site, referring to the Site Manager/Headteacher and the police where necessary to prevent unauthorised use or abuse of the site * Ensure the appropriate action is taken in the event of fire, flood, accident or major damage in accordance with authorised procedures contained in the Emergency Continuity Plan * Carry out daily perimeter checks and playground inspections for any hazards and establish and maintain records of these for evidence. |
| **Health and Safety** | * Duties inherent in the compliance of Health and Safety of the site and premises * Ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways * When on site ensure that all areas involved with ‘sickness’ are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning staff are aware to carry out deep cleaning * Ensure all equipment and machinery is in safe working condition and properly stored reporting any concerns to the Site Manager as quickly as possible * To contribute to and prepare as necessary risk assessments * To adhere to COSHH legislation * Carry out first line minor repairs, maintenance and DIY when requested including basic joinery and plumbing jobs and painting and decorating * Carry out snow clearing and gritting to ensure essential pathways are safe to use * Keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely * Check boiler and heating systems to ensure satisfactory operation * To attend appropriate health and safety training courses when requested. |
| **Assessments** | * Assist the Site Supervisor and Site Manager with regular inspection and recoding or repairs and maintenance of the site ensuring remedial action, including:   + Monthly water hygiene temperature monitoring checks   + Weekly fire alarm and emergency lighting checks   + Cleanliness of the premises, including contributing to the cleaning of specific areas   + Fire evacuation procedures |
| **Personal responsibilities** | * Proactively ensuring the upkeep of the school buildings and grounds, including relocation of resources and equipment * Clean designated areas and undertake emergency cleaning of other areas as necessary, including the disinfection of designated toilets where required * Support the Site Manager in the implementation of development and refurbishment plans and day-to-day aspects of contracts relating to the buildings and grounds, liaising with contractors as appropriate * Work with the co-operation of cleaning staff and contractors during school holidays to undertake ‘deep’ cleaning of the site, for example, striping and varnishing designated floors * Supervise the day to day work of sub-contractors, ensuring appropriate systems are in place for enabling safe access to the school site * Exercise judgement in assessing and carrying out minor repairs * Porterage of goods and materials and movement of furniture and equipment as required, accepting delivery of goods and materials for distribution. * Support the school transport policy including driving the minibus as required |
| **Grounds maintenance and Waste Management** | * Ensure adequate lighting, heating and ventilation of the premises, including the maintenance and operation of plant * Liaise with approved contractors to ensure the efficient and effective disposal of waste * Ensure litter picking is organised for the whole school site, and that litter bins are emptied daily and the site is kept clear of litter and animal excrement * Weeding of paths, paved areas and gutters as required * Ensure all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. |
| **Other Specific Duties:** | * Play a full part in the life of the school community, supporting its distinctive mission and ethos and to encouraging and ensuring staff and pupils follow this example * To be fully compliant with the Trust’s Child Protection Policy and contribute to the safety and supervision of staff, visitors and community users * Continue with personal and professional development as agreed * Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description * Represent the school in a professional and positive light at all times and to all stakeholders * Carry out any reasonable request made by the Headteacher |

Declaration

I have read, understood and accept the specific requirements and responsibilities outlined in this job description.

Name of employee …………………………….. Signature of employee ……………………………

Position ………………………………………….. Date…………….

Name of Line Manager…………………………. Signature of Line Manager ……………………….

Position of Line Manager………………………. Date……………..

Headteacher signature…………………………. Date……………..

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.