

Northern Education Trust – Job Description

Job Title:	Regional Site Supervisor		
Base:	Freebrough Academy (+ Badger Hill Primary Academy and Whitecliffe Primary Academy)		
Reports to:	Regional Site Manager	Grade:	NJC SCP 11 - 14 (Grade D+)
Service responsibility:	Site Apprentice	Salary:	£21,748 - £23,080
Additional:	Travel will be required across NET sites.	Term:	37 hours, 52 weeks

JOB PURPOSE

- The post holder is responsible for ensuring that the academies are well-maintained, safe and secure sites for all users, as directed by the Regional Site Manager/Business Managers

JOB SUMMARY

1. Carrying out security procedures for the 3 academy buildings and grounds
2. Responsible for secure opening and closing of the 3 academy premises including gates, doors, windows, fire exits etc. for the purpose of the academy use, lettings, functions, maintenance and emergency services
3. Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured
4. Responsibility to report acts of vandalism to Regional Site Manager and or police as necessary
5. Carry out as required by the Business Manager/ Regional Site Manager any necessary cleaning of areas within the letting agreement
6. Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer, Regional Site Manager and Business Managers
7. To co-operate with Regional Site Manager to ensure cover in the event of sickness, or other absences including holiday leave
8. Take delivery of post, stores materials and other goods. Ensuring delivered items are taken to specific departments
9. Unpack and store stock
10. Responsible for academy furniture as required with due regard to current Health and Safety and Lifting and Handling regulations
11. Deal or arrange to be dealt with all leaks, floods, fires and breakages as appropriate
12. Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply
13. Ensure access for emergency services, assist as necessary and secure premises as required
14. Report all defects which require specialist repair, inspect electrical fittings, and report defects as required
15. Replace lamps and domestic fuses as required
16. Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required

17. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate
18. Inform Regional Site Manager of items which may require ordering to enable completion of the above mentioned works
19. Be responsible for the supply and availability of all hygiene materials
20. Remove graffiti etc.
21. Attend appropriate training course as required
22. Maintain cleanliness and general tidiness of all external areas
23. Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation
24. Inspect outside fabric of the academy, report and repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc. Repair report defects to Regional Site Manager/Business Managers as appropriate
25. Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
26. Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage
27. To comply with the academy Child Safeguarding Procedures, including regular liaison with the academy Designated Child Safeguarding Person over any safeguarding issues or concerns
28. To comply with the academy policies and procedures at all times
29. Undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the organisation

GDPR

30. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: