**JOB DESCRIPTION**

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|  | **ASSISTANT SITE SUPERVISOR** |

Reporting to: Site Manager (Aston Manor)

Location: Based at Aston Manor Academy (Secondary School) but working across Trust

Weeks of work 36.5 hours per week, full year

Working on a 2 week rotation: Week 1: 6:00 am to 2:00 pm; Week 2: 11:00 am to 7:00 pm

Grade/salary: Grade 2, Point 3 - 8, £18,562 - £20,493

Pay progression: Incremental progression within the grade will be subject to professional criteria-based performance assessment

**Job Purpose:**

* To work alongside the Building Site Supervisors, primarily at Aston Manor Academy, but also at Chilwell Croft Academy, to provide a clean, safe and secure environment for users of the school buildings and grounds

**Key Responsibilities:**

**Security and Safety**

* Unlock and secure premises at agreed times and maintain keys in your possession for emergency call-out. Access to own transport would be an advantage. A key requirement of the role is to respond to alarm call-outs and be available for the extremes of the work pattern (i.e. 6am and 7pm)
* Check that heating & lighting are operating satisfactorily, checking their efficiency.
* Check fire and security alarms are working satisfactorily, including out of hours
* Ensure that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
* Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for syringes, broken glass etc. and disposing appropriately.

**Maintenance and Cleaning**

* Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
* Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
* Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during school closure periods.
* Remove spillages and resultant stains from floors and other surfaces.
* Carry out the removal of debris from gullies, drains etc. and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
* Ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).

**Minor Repairs and trades related work**

* Minor repairs to include minor plumbing, joinery, other trades work, internal decoration and maintenance, e.g. replacing door handles, replacing light bulbs/plugs with appropriate training.
* Minor plant maintenance in accordance with agreed working practice.
* Minor repairs to fixtures and fittings such as replacing locks, to furniture, replacing door and window catches and minor improvements such as the erection of small shelves, display and notice boards.
* Unblocking sinks, traps and waste pipes. Adjustment and re-washering of taps. Stopping leaks.

**Resources**

* General portage and collection activities as required including setting up and clearing away furniture.
* To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.

**Health and Safety**

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to. Site Technicians are expected to be smart in appearance and dress. The role will involve some lone working, therefore candidates must be able to legally fulfil any statutory requirements in this regard.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

To support line management in other duties that may reasonably be required of the post.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

**PERSON SPECIFICATION**

**ASSISTANT SITE SUPERVISOR TECHNICIAN**

**Method of Assessment (MOA)**

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| **AF - Application form** | **C - Certification** | **I - Interview** | **T – Test or Exercise** | **P - Presentation** |

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| **Criteria** | **Essential/Desirable (E/D)** | **MOA** |
| **Qualifications/Education**  NB: Full regard must be given to overseas qualifications | Basic numeracy and literacy, with potential for further study, where appropriate (E)  A – C grades in English, at GCSE or equivalent. (D) | AF/C  AF/C |
| **Experience**  Relevant work and other experience | * Experience of working in a security, safety, cleaning or maintenance environment, although applicants with no relevant experience, who can display an aptitude, will be considered (D). | AF/I/Test |
| **Skills & Ability** | * Some understanding and ability to use specialist equipment or technology (D). * Ability to work constructively using own initiative in the absence of senior staff and as part of a team (D) * Ability to relate well to children and to adults (E) * Some understanding and knowledge of health and safety codes of practice/ legislation (D) * A good standard of practical knowledge (D). | AF/I  AF/Test  AF/I/Test  AF/I |
| **Behaviours** | * Customer focused (E) * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect (E). * Open, honest and an active listener (E). * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service (E) * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations (E) * Is committed to the provision and improvement of quality service provision (E) * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive. * Demonstrate an enthusiastic and decisive approach to work * Communicates effectively. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas * Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. (E) * Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. (E) |  |

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_