**Site supervisor – Federation of Tibberton CE & St Lawrence CE Primary Schools**

**Evaluation Grade**

**Job Description**

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| **Job Purpose** |
| All caretaking duties at both Tibberton CE Primary School and St Lawrence CE Primary School Academy as and when required. |
| **Major Tasks** |
| * Ensure routine building and site maintenance work is undertaken as required e.g.   + Minor plumbing repairs and maintenance;   + Minor carpentry repairs and maintenance;   + Minor plastering works; and   + General internal and external painting tasks * Contact external contractors and arrange for them to attend site to carry out compliance checks. * Ensure all plant and equipment is maintained to the required standard including:   + Heating, lighting and electrical fittings; and   + Fire extinguishers and fire doors. * Ensure all outside services are maintained, including drains and hard areas. * Under the direction of the Headteacher ensure that the school’s Health and Safety policies are implemented and closely monitored to include management of asbestos. * Under the direction of the Headteacher ensure health and safety regulations are complied with and all Health and Safety checks are undertaken and recorded. * Under the direction of the Headteacher ensure that energy and conservation policy and procedures are complied with including ensuring all heating and lighting is adequately maintained. * Contribute to the monitoring of the schools Risk and Fire Assessment procedures. * General cleaning duties as directed and to specification including:   + Collection and disposal of litter;   + Emptying of outside waste bins;   + Cleaning and disinfecting drains and gullies;   + Unblocking accessible gutters;   + Cleaning snow and leaves;   + Removal of rubbish; and   + Removal of graffiti. * Ensuring that emergency cleaning is carried out e.g., removal of bodily fluids, broken glass, flood damage etc. * Pruning of shrubs and digging and upkeep of borders. * Keep playground, paths, and front of school clean and litter free. * Keep playground, paths, and front of school free of weeds and moss. * Be responsible for the general upkeep, pruning of shrubs and maintenance of the Forest School area so that it continues to always be accessible. |
| **Contacts & Relationships** |
| The post holder will have a proactive, comprehensive role in ensuring the school buildings, facilities and site services are maintained and operated to specific standards under the direction of the Headteacher.  The post holder will be required to work proactively within a team across the two sites.  To set an example of personal integrity and professionalism.  Develop constructive relationships and communicate with other agencies / professionals.  Share expertise and skills with others. |
| **Creativity** |
| The role will require the ability to problem solve. |
| **Decisions** |
| The post holder will be required to demonstrate a degree of autonomy and initiative in decision-making when the leadership team is unavailable.  Ability to manage a variety of competing priorities and meet deadlines.  Work across the two settings as required. |
| **Management & Supervision** |
| This post does not involve the management or supervision of others. |
| **Supervision Received** |
| The role will be responsible to the Headteacher and senior leadership team.  Prioritise, plan and organise to undertake main duties and responsibilities with limited access to the Headteacher. |
| **Complexity** |
| To ensure that all statutory checks are undertaken at the appropriate time and assist with all Health and Safety standards, compliance, and regulations inspections.  To assist with any site inspections undertaken by the Trust or external contractors as required.  To undertake any training relevant to the Health and Safety, i.e., Asbestos Management/Awareness, Working from Heights etc. |
| **Resources** |
| The post holder will be provided with the appropriate tools for the post. |
| **Impact** |
| The postholder will be responsible for the general upkeep of the two settings. |
| **Physical Demands** |
| The role requires a degree of physical mobility to undertake the tasks required. |
| **Working Environment** |
| The postholder will be required to spend their time across two settings are a limited distance apart. They will be required to travel between these two settings. |
| **Emotional Context** |
| The postholder may at times be required to work alone with limited contact with others. |
| **Other** |
| Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.  Participate in training and other learning activities and performance development as required.  The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good literacy and numeracy skills - NVQ Level 3 or equivalent in relevant discipline is desirable. |
| **Experience** | * Ability to use a range of tools and equipment ensuring safe handling and storage. * Experience working as a site supervisor/caretaker is desirable. |
| **Knowledge** | * Knowledge and understanding of relevant policies/codes of practice – Health and Safety. |
| **Skills** | * Excellent, friendly and professional interpersonal skills. * Ability to relate well to children and adults. * To be able to work under pressure in a very busy and diverse environment. * Ability to communicate clearly at all levels with internal and external personnel, contractors and suppliers. * Ability to work as a member of a team. * Able to respond flexibly and adapt to changing and challenging circumstances. * Operate calmly and effectively. * Show initiative and self-motivation. * Show commitment to a clear and shared vision for an effective organisation. |
| **Personal style & behaviours** | * Commitment to personal professional development. * Committed to equality of opportunity. * Ability to adhere to security requirements in respect of Child Protection and Data Protection regulations. * Highly motivated with high expectations and a positive attitude. * Excellent self-management skills including the ability to plan and organise one’s time effectively. * An approachable professional who responds well to and offers constructive advice. * Ability to relate well to children and adults. * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Commitment to upholding the Christian Ethos of the Federation. |
| **Fluency Duty** | * the ability to converse at ease with various stakeholders and provide advice in accurate spoken English is desirable for the post. |
| **Political Restrictions\*\*** | * This post is not subject to political restrictions. |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | ✔ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>