



BROOMWOOD

Role: Site Supervisor

Job Description

Salary range: £29,000 - £31,500
Weekly hours: 45 hours per week, term time; 40 hours per week school closure periods
Leave entitlement: 25 days plus 8 bank holidays
Report to: Facilities Manager; Financial Controller and Operations Manager

Principal Objectives

The Site Supervisor will have responsibility for their assigned site, providing day to day facilities support, including routine general maintenance duties and event preparation.

Key Responsibilities

Routine Facilities Maintenance

- Managing a planned routine to ensure the day-to-day upkeep of each of the sites, working to a set lists of tasks, ensuring that these are completed and escalating where issues may arise that prevent this.
- Ad-hoc cleaning during the day when the contracted cleaners are not available on site
- Identifying the required general maintenance on each site, such as loose fixtures and fittings, blown light bulbs, undertaking work as appropriate and escalating more complex work requirements to the contractors within the Facilities Team.

Site Security

- Have responsibility for site security.
- When rota'd on an early duty, ensure that all buildings on the assigned site are unlocked each morning, confirming that fire evacuation routes are clear, and alarms are disabled.
- Ensure that the grounds remain secure throughout the school day and that pupil and staff safety is paramount.
- When rota'd on a late duty ensure that the building is secure, which may require that it is locked and alarmed when other on-site contractors are not required to do so

School Events (Annual, weekly and daily)

- Prepare the site (and other Broomwood Sites, where assistance is required) for school events including plays, parent's evenings and church events.
- Construction, including manual handling of stages and associated equipment.
- Setting up of appropriate seating and dining arrangements as per the event requirement.
- To ensure that the after the event any equipment is dismantled and safely stored.

**Responsive maintenance duties**

- When needed to attend to each site and manage incidents such as spills and leaks to ensure that they do not present a risk to the school, using maintenance skills such as carpentry or plumbing, to resolve minor maintenance issues where possible and safe (for example installing shelves, fixing locks), recognising when it is necessary to call in the Facilities Maintenance Technician or a contractor with specific skills..
- Support the Facilities Team in adhoc maintenance duties at other sites as the need arises and particularly at peak times.

General responsibilities

- Have particular concern for health & safety and ensure that it is at the forefront of all that you do.
- Take responsibility for own development and support the development of others through the delivery of constructive feedback and a culture of continuous development
- Comply with applicable professional ethical guidance and all relevant internal rules, policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the issued staff manuals.
- Undertake other duties and tasks that from time to time may be required and that are appropriate to the role.



Person Specification

Skills/ Knowledge/ Experience

Essential

- Demonstrable experience of working within a maintenance or facilities team, such as cleaning, gardening or general maintenance
- A basic level of IT literacy and willingness to learn
- Good attention to detail
- Good communications skills, both verbal and written
- Demonstrable customer service skills
- Awareness of Health & Safety rules and standards

Desirable

- Hold a full driving license as an ability to travel between sites is essential
- Experience of working in a school environment
- Knowledge of general site maintenance including painting, basic carpentry and plumbing.

Personal Attributes

- Well organised and methodical
- Pride in quality of work and environment
- Diligent
- A good team worker, as role involves working within a broader site team but also within the school community of your site to ensure the best experience for our pupils
- Able to use own initiative but with an awareness of when and how matters should be escalated
- A practical can-do nature
- Able to undertake the work associated with preparing for events including the setting up of stages, table & chairs and marquees
- Able to work to set checklists and escalate problems as appropriate
- An ability to work in a way that promotes the safety and well-being of children.
- An ability to be flexible in the hours undertaken

Safeguarding

This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe In Education. Consequently, it is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020).