



# SITE SUPERVISOR

## INVICTA GRAMMAR SCHOOL

JOB DESCRIPTION	
<b>Job Title</b>	Site Supervisor
<b>Grade</b>	VIAT 5, points 21-24 (£24,887-£26,520)
<b>School / Department</b>	Invicta Grammar School
<b>Base</b>	Invicta Grammar School
<b>Hours</b>	37 hours per week (Monday to Friday), 52 weeks per year
<b>Reports to</b>	Site Manager
<b>Accountable to</b>	Estates Director

## Job Summary

As a School Site Supervisor, you will play a crucial role in supporting the daily operations and maintenance of the school site. Your responsibilities will include assisting with facilities management, security and event support. You will work closely with the facilities team to ensure the cleanliness, safety and functionality of school buildings and equipment. Your duties will include security, cleaning of premises, portering, litter picking and the handling of lettings.

## Key Working Relationships

- Site Team
- Site Manager
- Headteacher
- School Colleagues
- Estates Manager

## Key Responsibilities

- Assist in the maintenance and repair of school buildings, equipment and facilities to ensure they are safe and operational.
- Monitor and maintain security protocols to safeguard the school premises, including conducting security checks and responding to emergencies.
- Unlocking the school site in the mornings and closing the premises in the evenings ensuring that security is maintained at all times.
- Assist with the setting up and dismantling of equipment and facilities for school events and activities.
- Support the cleanliness and organisation of school facilities, including classrooms, hallways and common areas.
- Receive deliveries and distribute, as necessary.
- Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules of building evacuation.
- Carry out specific maintenance repairs and general painting, as directed.
- Provide cover when a cleaner is absent.
- Carry out emergency cleaning (such as human deposits, vomit etc), as required.
- Daily checks on all lighting across the site and replace when necessary.
- Keep paths, drives and hard surfaces clear of ice and snow during the winter period.
- Greet and direct lettings to specific areas of the school, when required.
- Read utility meters monthly and send to Estates Manager.
- Supervise cleaners and ensure that duties are carried out efficiently and effectively to a high standard. Check that all cleaning sections have been completed daily.
- Carry out any other duties commensurate with grade as directed by the Estates Manager.

## Person Specification

To excel in this role, you should possess the following qualifications and qualities:

- Previous experience in facilities management, maintenance or a related field, is desirable.
- Experience working in an educational or similar environment is advantageous.
- Excellent verbal communication skills to interact effectively with students, staff and visitors.
- Ability to communicate clearly and professionally with colleagues and external contractors.
- Strong ability to work collaboratively as part of a team to achieve common goals.
- Willingness to support colleagues and contribute to a positive work environment.
- Ability to adapt to changing priorities and work in a dynamic environment.
- Willingness to take on additional responsibilities and tasks, as needed.
- Meticulous attention to detail to ensure the cleanliness, safety and functionality of school facilities.
- Ability to identify and address maintenance issues in a timely manner.
- Strong problem-solving abilities to address maintenance issues and resolve challenges as they arise.
- Capacity to think critically and implement effective solutions.
- Good physical fitness and stamina to perform manual tasks such as lifting, bending and operating maintenance equipment.
- Ability to work outdoors and withstand varying weather conditions.
- Knowledge of health and safety regulations and practices related to facilities management.
- Commitment to promoting a safe and secure environment for students, staff and visitors.
- Strong organisational skills to manage time effectively and prioritise tasks.
- Ability to maintain accurate records and documentation related to facilities management activities.
- Positive and friendly demeanour with a customer service-orientated approach.
- Ability to respond promptly and courteously to required and enquiries from school stakeholders.
- Dedication to supporting the mission and values of the school.
- Genuine interest in contributing to the education experience and well-being of students.
- Level 2 Diploma (or equivalent) and proficient technical and practical skills.
- Level 3 Diploma (or equivalent) or evidence of the same experience, would be desirable.

## We are looking for someone who:

- Has high standards regarding cleanliness and hygiene;
- Has attention to detail and adheres to safety protocols;
- Has excellent communication skills and enjoys working within a like-minded team;
- Ideally, has previous experience working in a school environment, although this is not essential.

If you meet these qualifications and are passionate about supporting education and ensuring the safety and functionality of school facilities, we encourage you to apply for this School Site Supervisor vacancy. Join us in our mission to create a safe, welcoming and conducive environment for learning and growth!

## Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

An enhanced DBS check will also be undertaken.