



SITE SUPERVISOR  
SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE



JOB DESCRIPTION	
Job Title	Site Supervisor
Grade	VIAT 4
School / Department	SST Maidstone
Base	SST Maidstone
Hours	37 hours per week
Reports to	Site Manager
Accountable to	Headteacher/Director of Estates

## Job Summary

As a member of the site team, undertake caretaking and cleaning duties throughout the site. Under the direction of the school's Site Manager, duties will include security, cleaning of premises, portage, litter picking and the handling of lettings. Working hours will be subject to variation to ensure continuity. Call out at weekends and unsociable hours will be necessary.

## Key Working Relationships

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

## Key Responsibilities

### Site duties

- Provide a full range of caretaking duties to include litter picking and controlling the bin areas. This includes cleaning bike shed areas, leaf blowing site and car park areas;
- Closing the school premises, ensuring security is maintained at all times;
- Direct contractors to specific areas on site, ensuring they sign in and out and are accompanied at all times if required;
- Receive deliveries and distribute as necessary.
- Arranging tables and chairs for meetings and clearing away once finished;
- Storing equipment and supplies safely;
- 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 by the Estates Director/Estates Manager;
- Provide cover when a cleaner is absent;
- Emergency cleaning (such as human deposits, vomit etc.);
- Daily checks on all lighting across the site and replace when required;
- Weekend lettings will be required, which can be most weekends during busy periods;
- Ensure rooms are prepared for lettings and all school events to a high standard;
- Keep paths, drives and hard surfaces clear of ice and snow during the winter period;
- Greet and direct lettings to specific areas when required;

- Read utility meters each month and send to Estates Manager;
- Supervise cleaners and ensure duties are carried out efficiently and effectively to a high standard. Check that all cleaning sections have been completed daily;
- Report any matters affecting Health and Safety or persons attending the school site;
- Carry out any duties with regards to Health and Safety;
- Any other duties commensurate with grade as directed by the Estates Director.

## **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.

## PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 Diploma (or equivalent) and proficient technical and practical skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Diploma (or equivalent) or evidence of the same experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of minor maintenance and repair;</li> <li>• Knowledge of how own job fits into the activity and role of the area/site;</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: - Manual handling; - safe use of machinery and/or equipment; - COSHH; - First Aid and Hygiene Practice; - lone working procedures and responsibilities;</li> <li>• Able to recognise and to deal with emergency situations;</li> <li>• Will need to undertake training to keep knowledge up to date.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proficient technical and practical skills;</li> <li>• Ability to deal with everyday problems and to identify which problems should be referred to the Director of Estates;</li> <li>• To organise others and own workload in order to achieve the job;</li> <li>• To take pride in work acknowledging own limitations and seeking help when required.</li> <li>• Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance</li> <li>• Knowledge of client groups, work groups and the working environment</li> <li>• Ability to organise and prioritise own workload and that of others when required</li> <li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant</li> <li>• Ability to maintain accurate and timely records as required by the</li> </ul>	

	<p>role e.g. , client diaries, contractors' schedules, etc.</p> <ul style="list-style-type: none"> <li>• Ability to solve basic problems and to identify those that Site Supervisor (Secondary) JD&amp;PS v1.0 June 2018 Page 4 of 4 should be referred to a supervisor</li> <li>• Ability to understand information and liaise with others accordingly</li> <li>• Has written and numeric skills in order to complete more detailed records and reports</li> <li>• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li> <li>• Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc.</li> <li>• Ability to communicate using information technology as required for the role</li> </ul>	
<p><b>Attributes</b></p>	<ul style="list-style-type: none"> <li>• The ability to work well as part of a team;</li> <li>• A flexible and enthusiastic approach to work;</li> <li>• Must also be able to work without supervision and prioritise workload accordingly.</li> </ul>	