



## SITE SUPERVISOR

VALLEY INVICTA PRIMARY SCHOOL AT AYLESFORD

JOB DESCRIPTION	
<b>Job Title</b>	Site Supervisor
<b>Grade</b>	VIAT 4
<b>School / Department</b>	Valley Invicta Primary School
<b>Base</b>	Aylesford
<b>Hours</b>	Full time
<b>Reports to</b>	Headteacher
<b>Accountable to</b>	VIAT 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 Headteacher and Trust Estates Director/Estates Manager, duties will include security, cleaning of premises, portering, litter picking and the handling of lettings.

Working hours are negotiable across a total of 37 hours per week.

### Key Working Relationships

- Headteacher
- Director of Estates
- Associate/Support Staff
- Students
- Parents
- Visitors

### Key Responsibilities

#### a) Site duties

- Maintain excellent standards of the school premises including daily site walks ensuring corridors and communal areas are clear at all times
- 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.

**b) Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school and in line with the expectations of the Valley Invicta Academy Trust;
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality in line with the Valley Invicta Academy Trust;
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

**c) Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**d) Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**e) Representing the Trust**

- To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

## **4. Statement**

The list of duties in the 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.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

### **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>	Level 3 Diploma (or equivalent) or evidence of the same experience.
<b>Skills &amp; 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: <ul style="list-style-type: none"> <li>- Manual handling;</li> <li>- safe use of machinery and/or equipment;</li> <li>- COSHH;</li> <li>- First Aid and Hygiene Practice;</li> <li>- lone working procedures and responsibilities;</li> </ul> </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> <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> </ul>	Experience of working in a school setting

	<ul style="list-style-type: none"> <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 role e.g. cash returns, client diaries, contractors' schedules, etc.</li> <li>• Ability to solve basic problems and to identify those that 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>	
<b>Attributes</b>	<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>	