

**DEPARTMENT:** FACILITIES TEAM  
**DESIGNATION:** ASSISTANT SITE SUPERVISOR  
**RESPONSIBLE TO:** FACILITIES MANAGER  
**POST GRADE:** LEVEL 4  
**NAME:**

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## Main Purpose of the Post

To support the Facilities Manager with all site duties as required to ensure the smooth day to day site running of the Alpha Academies Trust academies.

## Core Responsibilities, Tasks and Duties

### I. General

- Security – unlocking and securing premises at agreed times and maintaining the key(s) in their possession for emergencies. Check and repair/report on security fencing and gates.
- Repairs to include internal and external decoration, as directed by Facilities Manager/Assistant Facilities Managers.
- Checking that the heating and lighting systems are operating satisfactorily, and setting controls for their use.
- Disposal of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
- Replacing such consumable on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
- Ensuring that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
- Minor plant maintenance in accordance with agreed working practices and procedures.
- General portage and collection activities.
- Cleaning of designated areas not covered by alternative arrangements, for example, outside areas, car parks, drains, boiler house, stores etc.
- Security, including testing and operation of the burglar alarm system when installed. Responsible for custodian duties at all times and ensuring the availability of a nominated person for emergency call out on all designated sites.
- Ensure the heating and lighting of all premises is effective.
- Health and safety matters included in standard documents covering working practices.

- Oversight of delivery, use, recording and monitoring of all essential services, for example, gas, oil, water, electricity consumption and having regard to the need for energy conservation and management.
- Maintaining adequate levels of consumable, equipment etc.
- Cleaning and maintaining satisfactory standards of appearances of designated areas not covered by alternative arrangements, e.g. outside areas, drains, boiler houses, stores etc. Cleaning of a non-routine nature, to include the removal of graffiti and spillage during occupation.
- Assist and advise the Facilities Manager on matters relating to energy, conservation and other building fabric-related matters.
- Portage duties – receive goods delivered and distribute to the correct department or location, site.
- Liaise with Police and Fire Officers in the event of damages or Community emergency.
- Moving furniture and equipment.
- Complete First Aid training and attend to minor student illnesses and injuries/first aid.
- Decorating and gardening duties when required.
- Any other duties commensurate with the grading of the post.

II. Health and Safety

- Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.

III. Professional Accountability

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.

IV. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

V. Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### Declaration

**The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print name \_\_\_\_\_

## PERSON SPECIFICATION

APPOINTMENT OF: FACILITIES MANAGER

DEPARTMENT: FACILITIES

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
<p><b>QUALIFICATIONS/TRAINING:</b> It is essential that the post holder has:</p> <ul style="list-style-type: none"> <li>A good level of general education, an appropriate recognised NVQ Level 2 or equivalent in a trade industry, or relevant experience.</li> </ul>	A
<p><b>EXPERIENCE/KNOWLEDGE:</b> It is essential that the post holder has:</p> <ul style="list-style-type: none"> <li>Understanding of security and health and safety issues.</li> <li>Understanding of cleaning matters.</li> <li>Understanding of heating &amp; lighting systems.</li> </ul>	A & C
<p><b>SKILLS AND ABILITIES:</b> It is essential that the post holder is/has/can:</p> <ul style="list-style-type: none"> <li>Demonstrate relevant work experience in basic building maintenance, repairs and decoration.</li> <li>Ability to work at heights, preferable to have knowledge and experience of ladder and scaffold work.</li> <li>Communicate effectively orally and in writing.</li> <li>Able to establish a rapport with young people.</li> <li>Work on own initiative.</li> <li>Experience of working in a team.</li> <li>Experience of working with the public.</li> <li>Assist in preparing the learning environment.</li> <li>Ability to support site maintenance to ensure student safety.</li> <li>Able to prioritise workloads.</li> </ul>	A & C
<p>It is desirable that the post holder has: Experience of working in an education environment.</p>	A

**ADDITIONAL FACTORS:**

**It is essential that the post holder is/has/can:**

- A flexible approach to working arrangements. Some evening/weekend work as well as covering other sites across the Trust as required. Availability to be called out in an emergency.
- Undertake First Aid training.
- A willingness to undertake appropriate training.
- Awareness and sensitivity with regard to equal opportunities and race equality.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

**C**