

# Job Description and Person Specification

DATE	SIGNATURE

## Role

Deputy Cluster Site Manager / Site Supervisor / Manager (Primary)  
Beckfoot Trust  
Salary/Grade: Band 7  
Reporting to: Cluster Business Manager / Cluster Site Manager



# **CREATING REMARKABLE SCHOOLS**

# JOB DESCRIPTION

## Corporate Responsibilities

- Ensure the effective maintenance and security of the site, compliant with legislation and regulations, supporting students to achieve top 10% outcomes in a remarkable learning environment
- You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Contribute to a culture of relentless improvement, where feedback is a gift
- Comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- Comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Uphold an individual and organisational commitment to a culture of safeguarding for all
- Be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

This is a school-based role that will involve contact with children

## Key Duties and Responsibilities

- Ensure all areas of school buildings and grounds are clean and ready for use daily and effective functioning of heating and utility systems
- Responsible for security arrangements and maintain a good state of repair and appearance, reporting issues and suggesting solutions for improvement
- Designated key-holder responsibility for opening and closing school or emergency callouts
- Responsible for developing and implementing an effective planned preventative maintenance programme, and providing reactive service arrangements to meet requirements
- Carry out general maintenance and repair work with adherence to Health and Safety regulations
- Ensure routine inspections of the building, fixtures and fittings, equipment, and grounds take place in line with statutory regulations
- Provide assurance checks, identifying potential hazards and implementing follow up action to maintain safe and secure learning environments in line with Trust and statutory H&S requirements
- Assist with the management of designated site and cleaning staff to provide remarkable service that support school aims, providing effective communication, training and mentoring to enable staff to carry out duties
- Ensure evacuation, invacuation and lockdown procedures are tested and recorded
- Proactively brief and remind staff on requirements and good practice in relation to health and safety
- Manage arrangements for deliveries and disposal of waste
- Oversee lettings arrangements
- Order and oversee supplies, ensuring that there is adequate stock to meet the needs of the school in line with financial procedures
- Support income generation and budget management arrangements, ensuring best value is achieved in collaboration with the Office Manager / Cluster Business Manager
- Contribute to a programme of review for risk assessments
- Provide advice and guidance and communicate effectively with colleagues to plan or support activity in relation to school and site requirements
- Responsible for up to date and accurate records of maintenance and compliance, ready for inspection when required
- Assist with the appointment, direction to and safety of contractors, ensuring Trust procedures are followed
- Prepare reports and management information, with interpretation as required
- Support and oversee implementation of site changes / projects
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Provide out of hours and emergency site cover and service support for colleagues in the Cluster

# JOB DESCRIPTION

- Attend and support meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others across the Trust
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Intermediate Fluency Duty required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language

**Date: March 2023**

***This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.***

# PERSON SPECIFICATION

## Site Supervisor / Manager (Primary)

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>GCSE (A-C/ 4+) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2</li> <li>IOSH certification or willing to work towards</li> <li>Evidence of relevant CPD activities</li> </ul>	<ul style="list-style-type: none"> <li>Relevant trade skills</li> <li>First aid qualification / Minibus training</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Recent and successful experience of providing relevant services</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting school-based services</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Lead and work constructively as a part of a team to deliver excellent service</li> <li>Knowledge of building and security systems</li> <li>Ability to undertake minor repairs or decorating</li> <li>Excellent communication and interpersonal skills</li> <li>Effective risk assessment skills.</li> <li>Able to use IT and relevant software effectively</li> <li>Knowledge of relevant policies /legislation for site maintenance, health and safety</li> <li>The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.</li> <li>Ability to relate well and work effectively with children and adults.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory / team leading skills</li> <li>Contractor negotiation and management</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A belief in education and commitment to high levels of service to make a difference for young people</li> <li>Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>Driven by values and aligned to the seven principles of public life of selflessness,</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the School's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>

# PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	<p>integrity, objectivity, accountability, openness, honesty, and leadership</p> <ul style="list-style-type: none"> <li>• Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>• Emotionally intelligent: know when to direct and when to challenge</li> <li>• Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>• Understand the importance of work/ life balance</li> <li>• Resilient, flexible, and hardworking</li> </ul>		
Personal Circumstances	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> <li>• Flexibility to support out of hours activity</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>