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| **Post title** | **Site Supervisor**  |
| **Salary and grade:** | NJC7 to NJC11 |
| **FTE** | Full time |
| **Line manager/s:** | Assets & Facilities Lead |
| **Team** |

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# Main purpose of the job:

The Site Supervisor will play a key role in ensuring the day-to-day safe, effective, and compliant operation of the school site(s), including buildings, facilities, and grounds. Although primarily based at one school in their locality, the role forms part of the central team and will be required to support other sites locally, particularly during holiday periods, absences, or for Trust-wide maintenance programmes.

The Site Supervisor will work under the guidance of the Assets & Health & Safety Lead and collaborate closely with the central Estates Team and school leadership, ensuring that schools provide a safe and welcoming environment for pupils, staff, and visitors. The role supports the Trust’s commitment to excellent estate management, health and safety compliance, and responsive maintenance.

# Key duties and responsibilities

**Site Management & Maintenance**

* Carry out and oversee day-to-day site duties, including reactive repairs, planned maintenance, security, and general upkeep of the premises.
* Carry out repairs and maintenance as part of the asset management plans
* Be the main point of contact for on-site contractors, ensuring safe access, appropriate supervision, and high standards of work.
* Ensure the school site is clean, safe, and secure, including during school holidays and out-of-hours events.
* Manage the opening and closing of the premises, ensuring security and safe access at all times
* Conduct routine checks of the site (e.g. fire alarms, emergency lighting, legionella flushing, playgrounds).
* Monitor cleaning standards across the premises, addressing any issues or concerns in liaison with cleaning staff or contractors.
* Assist with porterage duties, including setting up rooms and moving equipment or furniture.

**Compliance & Health & Safety**

* Ensure the sites are compliant with health and safety regulations, working closely with the central team to complete checks and audits as required.
* Maintain site documentation and records in line with Trust systems and expectations (e.g. Digital Asset Management System).
* Support with emergency procedures (e.g. fire evacuations, lockdown drills) and act as keyholder for the site.
* Respond promptly to any urgent health and safety concerns, taking appropriate action

**Asset Management**

* Support Trust schools/sites in locality, including during staff absence, school holidays, and for larger project work
* Participate in central training and site meetings to share knowledge and ensure consistency across the Trust.
* Provide feedback on site condition and improvement needs to the Assets & Health & Safety Lead.
* Support delivery of minor works and Trust-led improvement projects.
* Contribute to a positive team culture within the regional estates team, sharing good practice and supporting colleagues to deliver consistent standards

Undertake any other reasonable duties as determined and delegated by the Assets and Health & Safety Lead consistent with the grade of the post and the experience of the postholder.

**Safeguarding**

* Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.**Person Specification**

|  |  | **Essential** | **Desirable** |
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| **Qualifications** | Qualification in Maths and English (GCSE/GCE/CSE or equivalent) | • |  |
|  | Health & Safety IOSH Qualification |  | • |
| **Experience** | Ability to carry out basic repairs without guidance | • |  |
| Knowledge of Health & Safety and COSHH Regulations and how these impact on the workplace | • |  |
| Basic knowledge of maintaining plumbing, joinery and electrical installations | • |  |
| Ability to carry out health and safety checks and maintain relevant records such as risk assessments | • |  |
| Experienced in aspects of estates and building compliance | • |  |
| The capacity to use ICT |  | • |
| **Personal Effectiveness** | Ability to work as part of a committed team | • |  |
| Self-confident with the ability to transmit appropriate messages to appropriate audiences  | • |  |
| Works reliably under pressure | • |  |
| Reliable, trustworthy and loyal | • |  |
| Honesty and integrity | • |  |
| The flexibility to meet the full range of job requirements | • |  |
| Available for emergency call outs |  | • |
| **General**  | Able to travel to various locations within a reasonable timescale – a full driving licence is essential. | • |  |
|  | Willingness to undertake any other associated duties as directed by the line manager. | • |  |