

Assistant Site Supervisor

Job Role: Assistant Site Supervisor
Location: St Mary's Catholic Junior Academy, Barn Way, Newton-le-Willows, WA12 9QQ
Salary: Grade 4 SCP 9-17
Contract: Permanent, All year round
Reports to: Regional Premises Manager / Executive Headteacher

Job Focus

The Assistant Site Supervisor will be part of the Premises Department on a permanent basis. This role will support the Academy in overseeing support service to its pupils.

All staff at St Mary's Catholic Junior Academy should actively follow and promote the mission, policies and standards of the Academy which require:

- Supporting the ethos of the Academy which enables students to experience, develop and practise Catholic values and living.
- Displaying an enthusiasm for your area which motivates and engages pupils.
- Displaying flair and creativity, enthusing and challenging groups of pupils.
- Be fully committed to raising standards and improving the life chances of all pupils.
- Create a culture which celebrates the positive and encourages all kinds of achievement.
- Ensure, good communication and working in partnership with others.
- Support a caring and compassionate community, through being aware and responding to the needs of others.
- Promote a happy, stimulating and ordered environment within which pupils can grow, develop and thrive according to their talents and abilities.
- Be committed to high standards of professional co-operation and integrity.

General Duties

- Act as a key holder, carrying out security procedures for the buildings and grounds and the routine and non-routine opening of premises and grounds.
- Responding to emergency calls outside normal working hours.
- Deal with external contractors on site adhering to safeguarding and safety procedures.
- Undertake additional, emergency cleaning to support the cleaners including litter picking.
- Carry out general first line repairs, redecoration and maintenance.
- Take delivery of stocks and materials for the Academy and distribute as appropriate.
- Carry out portage within Academy, move furniture and equipment, as required, assist in setting up for assemblies, events etc.
- Ensure that adequate supplies of consumables are available.
- Operate the maintenance systems within the building such as heating plant, security systems, CCTV etc.
- Ensure that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate.
- To ensure the building is safe, reporting any damage and assisting in organising any necessary repairs.
- Carry out routine safety procedures or checks on ancillary equipment.
- To undertake routine checks on the school minibus and drive the minibus from time to time.
- Carry out Academy based emergency procedures such as fire alarm, flooding.

- Undertake lettings and related duties where required.
- Prepare the Academy premises and site for out of Academy activities.
- Ensure that access to the site and main areas of the building are safe.
- To assist in the safeguarding and promoting the welfare of children and young people.
- To pursue and promote the achievement and integration of diversity and equality of opportunity.
- To assist with planning, monitoring and reviewing health and safety across the school and within areas of personal control.
- To participate in the Trust's Professional Development process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To undertake other appropriate and relevant duties commensurate with the post.

Safeguarding

- Understand and adhere to the academy's Child Protection and Safeguarding Policy and the DfE's guidance 'Keeping Children Safe in Education'.
- Ensure awareness of the statutory obligations the academy has towards safeguarding students.
- Be aware of indicators of safeguarding and child protection concerns.
- Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.
- Closely monitor the attendance of students who are deemed vulnerable or at risk of harm.
- Collaborate with the DSL to launch and monitor interventions for vulnerable students who have low attendance in line with safeguarding obligations.
- Escalate safeguarding concerns about students to the DSL immediately.
- Work with the DSL to engage with students' families where low attendance is a result of a safeguarding concern.
- Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

Staff responsibilities

- As a member of the academy, provide support and cover for other members of staff as required.

Corporate Responsibilities

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.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.



ST MARY'S
CATHOLIC INFANT ACADEMY



ST MARY'S
CATHOLIC JUNIOR ACADEMY

- An Enhanced DBS Check will be requested on successful application to a position at the Trust.



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Person Specification

Qualifications and Professional Development	Essential	Desirable	Source
GCSE or equivalent pass in Maths and English	E		A / I
Trade qualification e.g., plumbing, joinery		D	
COSHH qualification		D	
Experience, Knowledge and Understanding	Essential	Desirable	Source
Knowledge and understanding of Health and Safety regulations within a working environment	E		A / I / R
Experience of working in a premises/facilities maintenance role	E		
Experience of working in an educational environment		D	
Skills and Abilities	Essential	Desirable	Source
Ability to carry out basic DIY, repairs and maintenance	E		A / I
Time management and organisational skills	E		
Ability to interact positively with children	E		
Ability to work as part of a team	E		
Honest and trustworthy	E		
Reliable	E		
Good attendance	E		
Good timekeeping	E		
Flexibility to work out of hours and at other school sites if required	E		
Safeguarding	Essential	Desirable	Source
Driving Licence	E		A / I
Satisfactory DBS with barred list check	E		
Enrolment to DBS update service		D	

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The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Trust is an equal opportunities employer.