

Job Title: Academy Sites Supervisor

Reporting to: Chief Finance & Operations Officer (CFOO)

Role Purpose:

- To provide a comprehensive support service to CMAT Schools including managing health and safety for the schools.
- To work with the Senior Leadership Teams to ensure that all estates related matters are dealt with in an effective and consistent manner, providing services, advice and guidance regarding policy and industry best practice.
- To support the Chief Finance & Operations Officer in ensuring that the estate is safe, well maintained, and where relevant, competent contractors engaged to provide services.

Key Responsibilities:

- Being responsible for the operational management and day to day deployment of the premises team that support the Trust's academies.
- Line management responsibility for the Site staff and Cleaning Supervisors including preparing and maintaining duty rosters where relevant, providing appropriate guidance and supervision, assisting in the training and development of staff as appropriate and performance management.
- Support the adoption and review of all premises and health and safety related policies.
- To co-ordinate, or undertake, maintenance tasks within the CMAT site team, including all repairs that do not require specialist contractor involvement, to ensure the CMAT sites are safe and secure.
- Act as a Key holder and maintain the key register.

Specific Duties

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Health and Safety

- Actively monitor CMAT legal responsibilities for health and safety, managing relevant health and safety procedures and ensure that all staff are aware of and follow appropriate practice, to maintain safe working environments.
- Arrange for regular inspections in line with legal requirements for all relevant areas of compliance pertaining to the estate, for example fire safety inspection.
- Complete the IOSH Managing Safely course
- Ensure all Academies have an appropriate accident reporting system in accordance with legislative requirements.
- In liaison with senior leaders investigate site related accidents and incidents and prepare reports as required. Assess and respond immediately to health and safety hazards.
- In liaison with senior leaders play an active role in fire evacuation duties. Act as a fire warden and lead the team of officers.
- Ensure that policies and procedures for the team are regularly reviewed and put into effect.

- Carry out risk assessments (preparation and review) and maintain a record of COSHH assessments and monitor any new hazardous substances being brought into the Academy
- Liaise with the Chief Finance & Operations Officer on the preparation of reports to central office and the Local Governing Boards.

Estates On-site and Help Desk Support

- Manage an online helpdesk for estates queries
- Ensure that the online helpdesk is managed, and jobs reviewed, actioned and cleared in a timely manner. Analyse the support logs to produce detailed management reports and help plan future support service developments as required
- Give appropriate advice based on school policies or, where not available, best practice.

Site and Building Specific Responsibilities

- To co-ordinate, or undertake, routine or emergency maintenance tasks across the CMAT site team, including all repairs that do not require specialist contractor involvement, including but not limited to: minor light fixings e.g. cleaning fixings and replacing minor parts such as tubes, bulbs, fuses, starters and diffusers in accordance with safe working practices; boarding up external or reglazing small internal windows; clearing blockages and spillages; ensuring gullies and drains are free of debris; clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing and gritting); painting and decorating e.g. repairs, projects and redecoration tasks as appropriate; joinery e.g. replacing locks, door and window catches, erection of shelving, display and notice boards, renovation projects if appropriate; plumbing e.g. unblocking sinks, traps and waste pipes, adjustment and rewashing taps, stopping leaks.
- In liaison with the Chief Finance & Operations Officer manage, prepare and regularly review a planned preventative maintenance schedule for the building and grounds and ensure that repairs are properly and promptly carried out.
- Maintain processes to ensure that all school buildings and grounds are secure, reporting breaches of security and ensuring that any resultant damage is repaired, or fault rectified properly and promptly.
- Manage any portering and administrative duties required.
- Oversee relevant health and safety regulations and codes of practice for visitors including contractors.
- Manage the Academy's systems and procedures to ensure they are up to date with latest legislation.

Vehicle management

- Ensure that vehicles are managed and maintained in line with guidance.
- Manage the online vehicle booking system to ensure that vehicles are available to support teaching and learning needs
- Maintain a register of approved drivers including arranging training where required
- Ensure annual review of mandated driver forms is up to date.

Asset Management Procedure

Under the leadership of the Chief Finance & Operations Officer:

- Manage the creation of an accurate inventory of all physical assets
- Ensuring all assets are disposed of, in agreement and signed off by a member of Senior Management.
- Create and manage a system which identifies loaned equipment and when returned.

Continuity, Maintenance and Security

- In partnership with the Chief Finance & Operations Officer, maintain and regularly review business continuity and disaster recovery plans.
- Implement and monitor appropriate physical security systems to protect each Academy.

- Maintain the CCTV service and review periodically to ensure that the needs of the school are being met and the service complies with GDPR legislation.
- Act as the lead for CCTV queries.
- Maintain a register of key holders.

Lettings

- Manage the booking of rooms, halls and equipment and their set up.
- Under the leadership of the Chief Finance & Operations Officer, periodically review options for enhancing the lettings offer and tariffs
- Review access arrangements to ensure site is secure.

Cleaning

- Provide line management and guidance to the Cleaning Supervisors and cleaning staff.
- Ensure cleaners are appropriately trained in accordance with best practice
- Monitor and ensure all school buildings and grounds are cleaned to agreed standards and specifications, including responding promptly to issues raised
- Maintain a rota for staff which allows for seasonal deep cleans of all areas

Internal Support Arrangements and External Contracts

- Report on and monitor progress against agreed service levels (both internal and external).
- Act as the principal point of contact for contractual issues regarding premises related contracts such as those for grounds maintenance, plant maintenance and CCTV/alarm/door access.
- Under the leadership of the Chief Finance & Operations Officer, arrange regular meetings with company management to discuss performance and any matters of concern.
- Assess needs and recommend external and internal support arrangements and contracts required to deliver an effective estates support service in the Academies, for hard and soft services.
- Under the leadership of the Chief Finance & Operations Officer, undertake an annual review of all operations contracts to secure ongoing value for money.

Strategy and Planning

Under the leadership of the Chief Finance & Operations Officer:

- Have an overall view of the capabilities of the Academies' services and contribute to continuous improvement to meet future needs.
- Support the drafting of a 5-year capital programme to address backlog maintenance and also support the School Development Plan.
- Assist with the plan for major developments of the Estate and assist with their implementation.
- Prepare and monitor planned and preventative maintenance schedules for each site in line with CMAT policies.
- Help implement Academy quality procedures and adhere to those.

Budget and People Management

- Under the leadership of the Chief Finance & Operations Officer, manage projects in a cost effective and timely manner and to a high standard using available resources e.g. finance, other internal departments and external contractors where necessary.
- Understand and interpret the appropriateness of national, CMAT and local framework contracts.
- Adhere to the CMAT procurement policy and other relevant policies.
- Constantly review activities to identify possible cost saving opportunities on each site.

General

- Advise senior staff and governors on current and future legislative issues/developments that will impact on the estate.
- Negotiate with suppliers in accordance with the CMAT Scheme of Delegation.
- Document systems and procedures.
- Actively seek to maintain and extend expertise in appropriate areas, including health and safety and legislative areas affecting the premises activities.
- Regularly access key estates and education web sites to keep abreast of changes and development that will affect the Estate and inform others as appropriate.
- Adhere to Academy and CMAT policies.

Professional Responsibilities

Performance Development

- Take part in the Academies performance development programme by participating in training and professional development including personal development.
- Actively engage in the Performance Management Review process.

OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

ACADEMY SITES SUPERVISOR – PERSON SPECIFICATION

These will be assessed at interview and through the various stages and processes

CRITERIA – Experience, Knowledge and Skills	ESSENTIAL	DESIRABLE
English and Mathematics GCSE or equivalent	Y	
Degree or other higher education equivalent		Y
Minimum 12 months experience of site manager role or similar (worked in a supervisory position)	Y	
Commitment to personal/professional development	Y	
Experience of working in a school environment		Y
Ability to work as part of a team that provides a wide range of services, as well as work independently	Y	
Well-developed communication skills, liaising with staff, external contractors, students, parents, governing bodies, and visitors.	Y	
Time Management, work planning, duty assignment, rotas, to include prioritising own work as well as the teams' workload, able to carry out general handyman tasks, being flexible in working practices, keeping good hours of attendance.	Y	
Ability to understand everyday issues relating to the post, identify faults, be proactive, and impart knowledge to other team members	Y	
Able to understand and apply regulations e.g., health and safety (health and safety qualification) and completing risk assessments	Y	
Carries out performance management and line management responsibilities in a supportive yet challenging way to secure improvements in work practices	Y	
To understand and comply with all Health and safety procedures in place at the academy, to be aware of the Equal opportunity policy adhered to by the academy and always comply with the ethos of CMAT.	Y	
Ability to be flexible where necessary, including out of hours working, weekend work when asked and any other reasonable times	Y	
Always have and retain a full clean UK/EU drivers' license	Y	
Strategic capability and problem-solving skills	Y	
Excellent organisational skills with the ability to prioritise and delegate effectively	Y	
Effective budget management and managing contract services		Y
First aid qualification		Y
CRITERIA – Personal Qualities	ESSENTIAL	DESIRABLE
Ability to build strong relationships with others and be a team player	Y	
Ability to be reflective and self-critical	Y	
Calm and focused under pressure	Y	
High standards of professionalism, confidentiality, discretion and of their own work and of that of others	Y	
Leads positively by example and can inspire and motivate others with passion and energy	Y	
Actively contributes to the life of the school above and beyond their job description within and outside school hours	Y	
Demonstrates a sense of responsibility and ownership of the success of their work	Y	
Can inspire and motivate others	Y	
Reliable with an excellent record of attendance, punctuality and flexibility when required	Y	
Commitment to the safeguarding of staff and students	Y	

