

# Newham Community Learning: Job Description - (Assistant) Site Supervisor

<b>Job title:</b>	(Assistant) Site Supervisor
<b>Grade:</b>	Scale 4/Point (7-10)
<b>Location:</b>	Eastlea Community School
<b>Job description reviewed by:</b>	
<b>Person specification:</b>	As part of this JD

Last updated: October 2025

Updated by: Sandra Corbyn, Eastlea Community School

**JOB DESCRIPTION AND PURPOSE** – Assisting in the maintenance, cleaning, security, heating, health and safety, and other general site services within the premises.

**Grade:** Scale 4 Point (7-10)

**Weeks per year:** 52

**Hours of work:** 36

**Hours of work:**  
**(alternate weeks worked)**

**Monday to Friday**                           **Week 1: 7am - 3pm**  
                                                         **Week 2: 10:30am - 6:30pm**

Overtime available and shared between the Premises Team

**Note:** The duties of this post will involve working outside normal hours, including weekends and bank holidays as necessary.

**Based at:** Eastlea Community School

**Reports to:** Premises Manager

### **Main duties and responsibilities**

1. To use the school's IT premises compliance tools (e.g. iAM Compliant) to check when jobs have been logged by staff and to update the jobs either during completion or following completion, as appropriate.
2. To be responsible for the planned and ad hoc maintenance to ensure compliance. Upkeep of the premises, the buildings, their non-curricular contents and grounds including, determining in accordance with established guidelines whether repairs/maintenance should be undertaken directly or to request contract services.
3. To be responsible for deciding priorities for handyperson works required at the establishment.
4. To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating and water services on the premises, including lifts, and to ensure safe levels of lighting, heating and ventilation are maintained.

5. To liaise with the relevant sections with regard to queries concerning the level of service provided, to contribute to the monitoring and regular review of all major contracts and services provided to the establishment.
6. Carry out appropriate duties in relation to the grounds; eg. watering, weeding, planting, pruning etc.
7. To carry out a wide range of handyperson duties using various skills.
8. To maintain and / or improve the school décor (both internally and externally).
9. To deal with any emergencies (caused by accidents, vandalism etc) as they arise.
10. To assist the Premises manager with the overall security arrangements of the premises including ensuring that staff are aware of the Health & Safety guidance and procedures on security and the use of alarm systems.
11. To assist in maintaining compliance of the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment, the safe storage of any potentially harmful materials and that there is appropriate and effective signposting.
12. To work on one's own initiative, particularly during school holiday periods and in emergencies, taking all necessary action to ensure the security and maintenance of the premises / site; to liaise with other services; to provide appropriate information to the head of establishment as required.
13. To deputise for the Premises Manager in their absence.
14. Such other duties, within the competence of the postholder, which may be required, reasonably from time to time.
15. Undergo any specified training to ensure responsibilities are carried out in a safe manner.

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

#### **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

## **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

## **EQUAL OPPORTUNITIES**

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

## **DATA PROTECTION**

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

## PERSON SPECIFICATION – (Assistant) Site Supervisor

Selection Criteria	Essential	Desirable	Evidence
<b>Experience</b>	<p>To have worked co-operatively within a team.</p> <p>Maintenance of buildings and equipment</p> <p>Use of cleaning and maintenance equipment</p> <p>Following Health and Safety guidelines</p>	<p>Worked within an educational environment</p> <p>Relevant DIY and maintenance skills</p> <p>Previous caretaking experience, building maintenance or security experience including alarm systems</p> <p>Gardening and / or grounds maintenance skills</p>	<p>Application form</p> <p>Reference Interview</p>
<b>Qualifications</b>	<p>Numerate</p> <p>Literate</p> <p>IT Literate</p> <p>Willingness to attend relevant training as and when required</p>	<p>Health and Safety, COSHH, ladders and manual handling training</p>	<p>Application form</p> <p>Reference Interview</p>
<b>Knowledge &amp; skills</b>	<p>Basic principles of site management</p> <p>An understanding of and recognise the importance of Health &amp; Safety regulations and procedures</p> <p>Ability to apply ICT skills to the needs of the job</p> <p>Use practical skills to improve the site and buildings - undertake a range of handyperson duties as directed by the Executive Headteacher and Head of School or Premises Manager to contribute to the maintenance of the school premises, and its furnishings</p> <p>Deal with emergencies and problems in a proactive systematic and manner</p> <p>Communicate effectively (both orally and in writing) to a</p>	<p>Use basic power tools and other equipment to make repairs and improvements</p> <p>Anticipate and reduce risk where possible, make suggestions for improvements etc</p> <p>Devise a suitable record-keeping system for monitoring expenditure and stock levels</p> <p>Develop more efficient and cost effective ways of working</p> <p>Specific premises issues: security</p> <p>To have an understanding of the structure and operation of a school and the safe working procedures with regard to chemicals, plant and machinery.</p>	<p>Application form</p> <p>Reference Interview</p>

	reasonable standard		
<b>Personal qualities/ communication skills</b>	<p>Commitment to:</p> <ul style="list-style-type: none"> <li>● promoting the ethos and values of the school and getting the best outcome for students.</li> <li>● Acting with integrity, honesty, loyalty and fairness to safeguard the school's assets</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>● work as a member of a team, and</li> <li>● work alone when required, showing good self-motivation</li> <li>● Work under pressure and prioritise effectively</li> <li>● motivate others within the team through example and enthusiasm</li> <li>● Foster positive relationships with others</li> <li>● work well with others to deal with sensitive situations and maintain confidentiality</li> <li>● Be flexible and embrace change</li> </ul> <p>Be organised Aware of the varied roles of all staff in the educational setting</p>	<p>Eager to accept responsibility And willingness to take on new challenges</p> <p>Able to carry out and document premises inspections and risk assessments</p>	Application form Reference Interview
<b>Physical requirements</b>	<p>Be reasonably fit to carry out the duties of the job Able to carry out some manual handling and lifting</p> <p><b>Able to carry out work at high levels using appropriate equipment</b></p>		Application form Reference Interview
<p>The post holder may be required to perform duties other than those given in the job description for the post. The particular 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</p>			

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