WOODLANDS SCHOOL

Woodlands School

Job Description & Personal Spec

Senior Site Supervisor

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Woodlands School is seeking a proactive, reliable and skilled Senior Site Supervisor to oversee the security, maintenance and efficient operation of our school buildings and grounds.

As a special school, we are committed to providing a safe, secure and welcoming environment that supports the needs, wellbeing and development of our pupils. The Senior Site Supervisor will play a key role in ensuring our premises remain safe, accessible and fit for purpose.

Working closely with the senior leadership team, you will lead the day-to-day management of the school site, combining hands-on maintenance and site supervision with responsibility for wider premises operations. Duties will include carrying out repairs and site checks, coordinating planned maintenance, ensuring health and safety compliance, managing external contractors and line managing premises staff. You will also contribute to long-term maintenance planning, ensuring resources are used efficiently and value for money is achieved.

We are looking for someone who takes pride in their work, demonstrates excellent organisational and problem-solving skills, and can work independently while building positive working relationships with staff, contractors and other stakeholders.

The successful candidate will have relevant experience in premises or facilities management, including building maintenance, health and safety, contractor management and staff supervision. They will be proactive, adaptable and committed to maintaining a safe and supportive environment for all members of our school community.

Outline of main duties:

- Be responsible for ensuring the security of school buildings and site
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Arrange for and undertake general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
- Responsible for regular maintenance checks and follow-up actions
- Provide advice and plan cost effectively annual long term maintenance requirements and make recommendations to the senior leadership team
- Provide a degree of analysis and planning to ascertain the nature and extent of repairs and maintenance and procure contractors
- Responsible for contractors whilst on site and ensure work is completed to the required standard

- Purchase premises related equipment and supplies within agreed budget
- Responsible for the regular checking of systems such as heating, cooling, lighting and security (including alarms)
- Operate the heating plant, cooling and lighting systems
- Arrange tenders and quotes and manage the appointment of external contractors
- Line manage other premises staff
- Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations
- Liaise with other school staff/departments on premises issues.
- Adhere to safeguarding procedures

Individuals in this role may also:

- Provide training on health and safety issues to other staff.

T R A I L

We seek and follow the key values outlined in the Woodlands TRAIL in all that we think and do

- Adults and children alike learn TOGETHER
- We seek to RAISE our game, make the best possible progress; both within ourselves and for each child
- We agree shared ASPIRATIONAL goals for each other and every child
- We challenge each other and the children to become as INDEPENDENT as possible in developing skills and knowledge
- The ability to keep learning and growing is a LIFELONG commitment
- We agree that our core measure of success is the quality of the LEARNING experience (all formal and informal learning is fun and valuable

Personal Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc)
Qualifications		
Relevant Level 4 qualification in facilities management, building services, premises management or a related field, or equivalent knowledge and experience.	E	Application form, certificate
Experience		
Experience of premises, facilities or building maintenance, including carrying out inspections and arranging repairs.	E	Application form, interview, reference
Experience of facilities management, including obtaining quotations and overseeing contractors.	D	"
Experience of undertaking or supporting health and safety inspections, risk assessments and compliance checks.	E	"
Experience of supervising staff, contractors or maintenance activities.	E	"
Experience of maintaining building compliance records and coordinating fire safety checks and follow-up actions.	E	"
Experience of prioritising maintenance work and responding to urgent repairs.	E	"
Experience managing or monitoring premises budgets and making cost-effective purchasing decisions.	D	"
Experience of communicating effectively with contractors, colleagues and other stakeholders.	E	"
Experience of working with children with learning difficulties and/or disabilities	D	"

Knowledge/skills/abilities		
Good working knowledge of health and safety requirements relevant to the maintenance and management of school premises.	E	"
Knowledge of premises security, repairs and maintenance, including heating, lighting and security systems, ordering supplies, commissioning contractors and facilities management.	E	"
Ability to maintain accurate records and follow policies and procedures, including those relating to health and safety and premises compliance.	E	"
Understanding of safeguarding responsibilities and the importance of maintaining a safe environment for children and young people.	E	"
Knowledge of emergency procedures, fire safety arrangements and safe site access.	E	"
Ability to organise and prioritise maintenance tasks, identify problems and arrange appropriate remedial action.	E	"
Ability to work effectively as part of a team.	E	"
Knowledge and understanding of safeguarding.	E	"
Knowledge of confidentiality and the importance of handling sensitive information appropriately.	E	"
Other		
Commitment to undertake relevant training.	E	"
Willingness to undertake designated key-holder duties, including out-of-hours and emergency callouts where required.	E	"
Commitment to following school safeguarding policies and procedures and promoting the welfare of children and young people.	E	"