

Job title:	Superintendent
Salary Scale:	B1
Reporting to:	Premises Manager

Overall purpose of the post:

- Under the instruction/guidance of appropriate senior staff provide maintenance and facilities services to the Academy

Key Responsibilities:

As part of the site team lock/unlock and secure the Academy buildings and areas and provide a comprehensive day to day maintenance and security of the school site.

Key Tasks:

- Unlock / Lock Academy buildings and areas
- Monitor the student gate at the start of the school day
- To carry out various maintenance/DIY duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per the Academies schedule
- Undertake cleaning duties such as graffiti removal, litter-picking
- Co-ordinate deliveries to the Academy site
- Portering duties, moving furniture and equipment
- Daily Chair duty
- Co-ordinate work of cleaning staff and assist with clean up from evening events
- Ensure that good levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Aspects of Ground Maintenance
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety of students, staff and visitors in accordance with appropriate health and safety legislation at all times.
- Where appropriate to organise and administer the use and maintenance of Academy mini-buses and carry out driving duties when required.
- Comply with health and safety policies at all times
- First Aider Certified or (willingness to train as First Aider)



- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The post holder must carry out his/her duties with full regard to the Academy's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- Undertake as requested by senior staff any other tasks commensurate with the general nature of the post

Note:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's responsibilities and duties.

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I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

Name:

Signature:

Date:

