

Job Description

Job title:	Site Supervisor	Team:	Site
Reporting to:	Site and Facilities Manager	Contract:	52 weeks per year
Grade:	6 (with onsite accommodation) Scale Points 8 to 13	Hours/week	37 hours, shift times tbc

Main purpose of the role

Supporting the school's estate maintenance and compliance with health and safety standards.

Provide access, maintenance, conditions work, security and cleaning services on the school site and premises under the instruction/guidance of the Site and Facilities Manager

Key Tasks:

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors

Cleaning and Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Site and Facilities Manager
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Site and Facilities Manager
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Ensure standards of cleaning of staff areas and toilets providing training where required.
- Manage cleaning of areas as instructed by line manager or school management.
- Supervision of cleaners employed by the school
- Undertake specialist cleaning tasks
- Provide emergency access to the school site

It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school.

- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors
- Ensure that specialist sports equipment is maintained in accordance with specified standards
- Provide training for staff

Resource Management

- To advise on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupil's, staff & visitors at all times
- Ensure lights, windows and other equipment are switched off or closed as appropriate
- Ensure all classrooms are audited and equipped at the start of each term

Organisation

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist the Site and Facilities Manager in the management, administration and operation of lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the school
- Liaison with the school canteen service contractors in relation to their use and access of the site.
- Respond to issues raised by staff through the ticketing system as instructed by the School Management / Site and Facilities Manager
- Updating health and safety records as required

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the Site and Facilities Manager, for the administration and control of appropriate areas of the budget

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- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Person Specification	Site Supervisor Criteria
Qualifications and Training	<ul style="list-style-type: none"> ● Willingness to undertake induction training ● NVQ 3 OR equivalent qualification desirable ● Good numeracy/literacy skills / GCSE (or equiv) Maths and English ● Specific training in specialist area ● Current, clean driving licence ● First Aid trained or willingness to be trained
Skills / abilities	<ul style="list-style-type: none"> ● Willingness to develop knowledge of use of ICT and other specialist equipment/resources ● Working knowledge of relevant polices/codes of practice/legislation ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to relate well to children and adults ● Knowledge of Health & Safety procedures and precautions ● Knowledge of COSHH regulations ● Awareness of health and hygiene procedures ● Knowledge of moving and handling procedures ● Willingness to participate in development and training opportunities ● Team-leading skills
Knowledge	<ul style="list-style-type: none"> ● Basic knowledge of site maintenance work, including carpentry and decorating would be useful
Experience	<ul style="list-style-type: none"> ● Handyman experience ● Experience of providing a responsive, customer focused service

On-site Accomodation

It is a requirement of your employment that you occupy it for the better performance of your duties. You will be required to enter into the Trust's Service Tenancy Agreement. You will occupy the property as a licensee, this accommodation is only made available to you whilst you occupy this post, and you will be required to vacate when your employment ends even if you take up another post with the Trust. You will have no right to remain in the accommodation beyond the end of your employment and will not enjoy any security of tenure.

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Please note that the Trust is obliged to carry out a Disclosure and Barring Service check of all persons over the age of 16 living in staff accommodation on regulated premises, such as a school site, as part of our policy for safeguarding children. You must therefore inform the School of any adults residing at this property with you so that the checks can be made and it is a requirement that the checks are satisfactory.

The Trust has no duty to rehouse you on retirement. The Trust's HR department will contact you approximately six months before retirement to advise you about re-housing.

For those appointed, rent is paid at 8% of salary for this role. Market rent is charged to those on Scale Point 26 and above