

Job description for Site Supervisor – Grade 6

Job purpose

Under the guidance of the Site Manager, be responsible for maintenance, security and facilities management services on school site so that the school premises are maintained and developed to the highest possible standard so as to provide a safe and stimulating environment for teaching and learning

Key areas of responsibility and tasks

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 school schedule and expectations
- To organise and carry out decoration and refurbishment programme as directed by the Site Manager
- To organise and carry out minor improvement work as directed by the Site 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
- Undertake cleaning of key areas in line with school plan
- Undertake specialist cleaning tasks as required
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Liaise with contractors
- Supervision of cleaners in absence of cleaning supervisor

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
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

Resources

- Contribute to planning, development and organisation of systems/procedures/policies
- Contribute to the maintenance of records, information and data, contributing to 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 students, staff & visitors at all times

Organisation

- Assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering packages, moving furniture and equipment
- Assist the Site Manager in supporting the lettings system, including liaison with groups using the site
- Monitor & report stock shortfalls
- Direct/supervise cleaning staff as appropriate in absence of Cleaning Supervisor
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher

Professional behaviours

- 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
- Ensure compliance by self and others with all Health and Safety and COSHH 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
- 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

Deputise for the Site Manager in their absence.

The post-holder will also be required to perform any other tasks within the school appropriate to the grade of the post.

Accountability

The Site Supervisor is accountable to the Site Manager and has no posts for which they are the line manager.

Person Specification – Site Supervisor

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|---------------------------|---|---|
| Education/Training | <ul style="list-style-type: none"> • Sound basic education • Any formal or experience-based practical training in areas relating to building maintenance | <ul style="list-style-type: none"> • Building maintenance qualification • Portable extinguisher and PAT servicing training • Knowledge of Health & Safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures |
| Experience | <ul style="list-style-type: none"> • Working as part of a team • Dealing effectively with other (internal and external) agencies • Demonstration of building maintenance skills | <ul style="list-style-type: none"> • Building maintenance experience • Awareness of H&S procedures associated with building projects |
| Skills/Attributes | <ul style="list-style-type: none"> • Effective interpersonal skills • Ability to work to a planned maintenance programme • A basic understanding of information technology | <ul style="list-style-type: none"> • A full clean UK driving licence |
| Personal Qualities | <ul style="list-style-type: none"> • Able to work under pressure and to deadlines • Flexibility and patience • Commitment, enthusiasm and energy • Willingness to be involved in the wider life of the school community | |