

Job Description

Post **Assistant Site Supervisor**

Post Holder

Responsible to **Facilities Manager**

Responsibility Overview:

The role of the Assistant Site Supervisor is to provide security of the buildings and site outside normal school hours and manage the use of facilities by both community users and school staff, involving a wide range of activities and events. Basic Health and Safety training will be given and the person will be expected to adhere to school procedures e.g. fire evacuation, lone working etc. The Assistant Site Supervisor will normally work as directed by the Facilities Manager and will undertake a range of tasks which will include:

- Being a designated key holder and contact for school management or police outside normal school hours.
- Opening and locking of the Academy when required
- Operation of the alarm systems and implementing overall security procedures for the site and buildings.
- General monitoring of personnel on site to ensure any unauthorised access is reported to the site manager or member of the senior leadership team.
- Monitoring of the buildings and grounds with regard to Health and Safety issues, managing any dangerous hazards and reporting these to the Facilities Manager or senior staff.
- Following school procedures and co-ordinating the safe evacuation of persons on the premises in the event of an emergency.
- Acquiring a thorough knowledge of the buildings and services, to enable immediate action to minimise damage in the event of an emergency incident.
- Assisting in the management of the grounds, including litter picking, maintaining safe walkways (eg winter gritting, removal of fallen leaves etc).
- Assisting in energy conservation and management.
- Undertaking, when trained, the routine testing and inspections for health and safety requirement, including weekly and Monthly Compliance checks
- To acquire a reasonable knowledge of the heating systems to enable basic control of the systems and response to school needs.
- Daily caretaking tasks - furniture layout and storage, refuse disposal; replenishment of toilet supplies; repairs for security; unblocking of sinks and toilets ; general handy man repairs ; painting (helping with the instant removal of graffiti);clearing gullies (within management of grounds); cleaning of any part of the school as needed and directed.
- Assisting in the monitoring of contractors, enabling access etc. to allow them to carry out their work efficiently with minimum disruption.
- Opening and locking of all external access routes and gates, closing of all windows and shutting down of electrical items that may cause a hazard.
- Ensuring community and after school use is well managed and that facilities are suitable for use.
- Planting up plant tubs around the school and maintaining any communal plants.
- Assisting with after school events and meetings.
- To undertake any other reasonable request as directed by the Principal, Facilities Manager or senior staff

Person Specification:

Quality	Essential	Desirable
Qualifications	Minimum 3 GCSEs, or equivalent including English and Maths Must hold a full clean UK driving licence	Qualification of a recognised trade D1 Category on Driving Licence First aid certificate.
Experience	Experience with general building and maintenance tasks	Employment in a skilled trade Awareness of the issues surrounding security of buildings
Personal Qualities	Ability to communicate successfully with a range of stakeholders Have a positive outlook. Good team player	Evidence of customer service experience
Training	Willingness to undergo further training relevant to the post	

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed Postholder

Signed Line Manager

Date