Northbury Primary School

Job Description for Assistant Site Supervisor

**Designation:** Assistant Site Supervisor

**Pay:** Scale 3

**Hours:** 35 hours per week – 52 weeks per year

**Purpose of job**

* To ensure the smooth management of school premises with regard to security, cleaning, maintenance, health and safety on a day-to-day basis.
* Acting as a main key holder
* To ensure that the school building is an ideal environment for pupils, staff and visitors
* To provide support to the Facilities Manager

**Context**

The role holder will be expected to work largely on their own utilising their creative skills to resolve routine problems situation encountered within the job; referring more complex matters to the SBM. Responsibility for the safe keeping of the school building and for equipment, materials and stock, the role requires substantial physical effort working occasionally in unpleasant/disagreeable conditions.

**1** **Security**

1.1 Responsible to Headteacher for ensuring site is safe and secure.

1.2 Act as keyholder for school premises buildings, surrounding boundary fences/gates.

1.3 Assist with control of visitors - including contractors and lettings.

1.4 Escort contractors to the site of repairs or maintenance and monitor the quality/safety of their work.

1.5 Open /close the premises when necessary for staff, contractors and lettings, ensuring alarms are activated.

1.6 Ensure premises are in a safe condition to be used.

1.7 Minimize hazards.

1.8 Respond to call outs as required.

1.9 Patrol during lettings and premises check after.

1.10 Check location of firefighting equipment and test alarms.

1.11 Ensure that fire alarms and school security alarms are activated and in working order and tested regularly.

1.12 Take action to prevent or respond to trespassers, and inform the Facilities Manager and authorities in accordance with School procedures.

1.13 Understand and adhere to Fire Safety regulations, Health & Safety regulations, emergency procedures and evacuation procedures.

1.14 Manage lettings – liaising with Assets section and clients.

**2** **Cleaning**

2.1 Contribute significantly to cleanliness of site.

2.2 Monitor day to day cleaning by cleaning contractors, liaising with cleaning contract staff and reporting to Headteacher.

2.3 Clean and maintain toilets and washrooms, including replenishing toilet paper and towels.

2.4 Check toilets and washrooms daily and ensure that supplies of toilet paper, towels and soap are provided.

2.5 Carry out spot cleaning on a day-to-day basis.

2.6 Perform litter picking to outside areas outside contract cycle.

2.7 Ensure all drains and gullies are clean and free running.

2.8 Use powered equipment provided.

2.9 Ensure that all pathways are clear of snow and ice and are safe to use.

2.10 Take an active role in resolving problems which arise in effecting compliance with contracts, liaising with Contractors’ management staff

**3** **Maintenance and repairs**

3.1 Operate heating equipment, liaise with contractor staff to facilitate routine maintenance.

3.2 Ensure that light bulbs/tubes are changed and light fittings cleaned.

3.3 Report any breakages, damaged items needing repair. Monitor to ensure that repairs are carries out.

3.4 Carry out minor handyperson activities within level of competence.

3.5 Within level of competence carry out maintenance and repairs covering at least three of the following at advanced DIY standard e.g., Carpentry, painting and decorating, glazing, minor electrical work, carpet/floor coverings, plumbing.

* 1. Assist Headteacher to produce regular program and schedule for redecoration/repairs.

3.7 At the request of the Headteacher obtain tenders from external contractors

**4** **Materials and equipment**

4.1 As requested by Facilities Manager and School Business Manager order cleaning materials and equipment for own use.

4.2 Monitor rate of use and safekeeping and use of materials and equipment; ensure equipment is kept in good working order.

4.3 Ensure that supplies and equipment are ordered in line with the school’s procedures.

**5** **On-site services**

5.1 Portering duties as outlined by the Headteacher to ensure that equipment is where required and on time.

5.2 Supervision of School-employed caretaking and cleaning staff.

5.3 Supervision of and/or technical direction of staff and /or contractors with responsibility for quality of work and delivery of service on time.

**6** **Health and Safety**

6.1 Work within Health and Safety guidelines and School and LEA Policies.

6.2 Ensure that Health and Safety of all site users, taking immediate action to ensure safety of users and reporting to Headteacher any longer-term issues.

6.3 Make recommendations to Headteacher on Health and safety issues.

6.4 Assist with the production of risk assessments

**7 General Accountabilities and Responsibilities**

1. Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
2. Undertake a proactive, committed approach towards the School’s Best Value ethos.
3. Ensure compliance with and actively promote the School and the Council’s Equalities and Diversity policies and strategies.
4. Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
5. Comply with the competencies and standard requisites agreed by the school as relevant to the post.
6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
7. Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.