



Job Title: Facilities & Maintenance Supervisor

Grade: D 6-8

Responsible to: Trust Facilities Manager

Hours/Weeks: 37 hours per week
52 weeks per year

Key Purpose of the role

To be primarily based at a designated Connect School, supporting the day-to-day facilities, maintenance and site operations of that school as a key member of the Facilities team
The role forms part of the Trust's shared estates and facilities service, and the postholder will also work across Trust school sites, as required, to complete grounds maintenance, general maintenance and estates support tasks.
The role will also provide cover for absence, leave or operational need for caretaking and facilities functions across Trust sites where required.
The postholder will contribute to ensuring that all Trust school sites remain safe, compliant, well-maintained and fit for purpose learning environments.

Key Responsibilities:

Security

- To undertake the opening and closing of the school site and buildings at the appropriate times
- To set and unset the intruder alarm upon entering and leaving the school building.
- To undertake regular security checks
- As a primary keyholder be prepared to attend out of normal working hours as and when required.
- To assist in the weekly testing of the fire alarm system and maintain accurate records.
- To undertake regular testing of the emergency lighting system and maintain accurate records of the checks.
- To monitor the fire safety equipment and maintain accurate records of the checks.
- To provide emergency access to the school site

Maintenance

- To undertake minor repairs and general maintenance tasks across school buildings, fixtures and fittings.
- Where possible, utilise practical trade skills (for example electrical, plumbing, carpentry or general building maintenance) to support the efficient completion of minor maintenance and repair works.
- To undertake refurbishment of the Trust's school sites to include painting internally and externally.
- To repair and make good items of furniture or arrange disposal thereof.

KNOWN FOR BEING

- To replace light bulbs and tubes as requested
- Check all external security lights and report defects to the appropriate person.

- Ensure time switches are set to provide heating for the agreed times.
- To report faulty equipment and other maintenance requirements to the appropriate person and work collaboratively with the Trust Facilities team to put in place appropriate solutions.
- To assist with planned preventative maintenance activities where required.
- To maintain a safe and clean grounds environment, e.g., gritting in icy conditions; keeping playgrounds clear of obstructions, leaves etc.
- To undertake general garden maintenance e.g., grass cutting, cutting back hedges, nettles, brambles etc.

Caretaking

- To collect and assemble waste for collection.
- To ensure the school site is free of litter and obstructions.
- To ensure appropriate levels of heating and lighting throughout the building
- To provide portorage of furniture, deliveries as required
- To set out rooms as required
- To liaise with contractors, arranging access to the site during holidays etc.
- To provide access and set out equipment for lettings and out of hours' use
- To regularly clear debris from top of ground gullies e.g., playground area's
- To ensure School meters are read appropriately.
- Undertake relevant training to maintain up-to-date knowledge of health and safety, estates compliance and safe working practices.
- Support senior management with health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the school, assisting staff where necessary.

Cleaning

- Line-manage the cleaning staff, undertaking induction and annual appraisals.
- Supervise team of cleaners to ensure high standards are maintained, operatives efficiently employed and value for money achieved.
- Carry out some routine and emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products and sundry items.

General

- To attend meetings as required
- To complete necessary paperwork in connection with the role
- To undergo designated training
- To comply with all health and safety requirements
- To wear appropriate protective clothing as required

Trust Working

- While the role is primarily based at a designated Connect School, the postholder will work as part of the Trust's shared facilities and estates service.
- From time to time the role holder may be required to support other Trust schools, including providing maintenance support, assisting with estates projects, or covering caretaker absence where operational needs require.
- This approach supports the effective sharing of facilities expertise across the Trust and ensures consistent standards across all school sites.

General Support:

- Support the Trust's commitment to safeguarding children and promoting their welfare and wellbeing at all times.
- Contribute to the overall ethos, work, aims and objectives of the Trust.
- Participate in training, other learning activities and performance management as required.
- Attend school and Trust meetings as required.
- Treat with confidentiality any personal, private or sensitive information received.
- Work collaboratively with staff across the Trust.
- Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, prevent, UK GDPR / data protection, finance, performance management and health and safety procedures and other staff policies and procedures.
- All employees must follow the Trust's Staff Code of Conduct at all times.
- This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, duties may be reviewed and varied from time to time to reflect the evolving needs of the Trust and its schools, and the post holder is expected to comply with any reasonable requests.
-

Signed _____

Date _____

Employee