



GILDERSOME PRIMARY SCHOOL JOB DESCRIPTION

Job Title: Superintendent Level 3

Pay Range: C1

Responsible to: **School Business Manager/Head Teacher**

Responsible for: Cleaners (overseeing the contract), External contractors

Purpose of job: Support the headteacher/business manager by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site.

Duties

1. Manage specialist premises function
2. Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson
3. Allocation and monitoring of work, including liaising with cleaning contractors.
4. Operate within the management team: involved in planning, budget responsibilities
5. Lead on discrete areas within an agreed system of supervision
6. Manage maintenance, security and facilities systems on school sites and premises
7. Contribute to the planning, development and monitoring of premises services and supervision
8. Arrange for regular security checks to be undertaken and advise on how security risks can be minimised
9. Manage fire safety equipment provision and scheduling of fire and invac/evac drills
10. Manage improvement of fire procedures and ensuring that the fire management plan is actioned.
11. Manage provision of alarm systems, CCTV or surveillance equipment where appropriate.
12. Liaise with police, security and surveillance contractors
13. Oversee the activities of external contractors on-site and monitor and report on associated budgets
14. Make arrangements for effective response to emergency call out

Maintenance

15. Arrange service and maintenance tenders
16. Manage routine maintenance, repair schedules and specialist repairs
17. Supervise maintenance contractors and undertake regular site inspections
18. Identify defects and record/repair any maintenance requirements
19. Ensure that heating and lighting systems are maintained and operated
20. Provide emergency access to the school site
21. Undertake specialist cleaning tasks.
22. Coordinate deliveries to the school site
23. Monitor performance of service contractors and record performance against specified standards.
24. Undertake budget monitoring & prepare costed plans for repairs/maintenance and building activities as required

25. Commission the maintenance and upkeep of specialist sports equipment

Resources

26. Take a lead role in planning, development and organisation of systems / procedures / policies
27. Manage records, information and data, producing analysis and reports
28. Be responsible for creation and maintenance of purposeful, orderly and productive working environment
29. Be responsible for timely and accurate preparation and use of specialist equipment / resources / materials
30. Promote and ensure the health and safety of pupils, staff & visitors at all times
31. Be responsible for ensuring the maintenance/quality/safety of specialist equipment
32. Demonstrate and assist in the safe and effective use of specialist equipment/materials
33. Provide highly specialist advice and guidance as required
34. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
35. Supervision of lettings including premises, lettings and associated income, building and projects etc.
36. Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures
37. Be responsible for safeguarding children and promoting their welfare, including KCSiE and safer working practice guidance.

Management Responsibilities

38. Oversee a team of contracted cleaning support staff
39. Liaise with outside contractors such as cleaning, catering and grounds maintenance
40. Liaise between manager, School Business Manager, Headteacher, support staff, and governors
41. Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the Headteacher
42. 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
43. Contribute to the overall ethos/work/aims of the school
44. Recognise own strengths and areas of expertise and use these to advise and support others
45. Ensure compliance by self and others with all health and safety policies and procedures
46. Ensure safe use by self and others of equipment and materials
47. Establish constructive relationships and communication with contractors and other agencies/professionals
48. Attend and participate in regular meetings
49. Treat all users of the school with courtesy and consideration
50. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
51. Prepare specifications for contracts for tender
52. To undertake any other duties that are commensurate with the post

All duties outlined are within the provisions of the Local Agreement for Superintendents.

Any special conditions of service

There is a requirement to submit to an enhanced Disclosure and Barring service check. There will be a need to work outside of school hours and off school premise, as required by the school. No smoking policy.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Gildersome Primary School

Gildersome Primary School does not have access by stairs

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Annual Leave: 24 days per annum plus 5 days pa for 5 years local government service, plus 8 statutory holidays, pro rata for part time working.

Hours: 37 hours per week (exact hours to be negotiated)

Conditions of Service: Local Agreement for Superintendents and NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

This job description has been agreed between the following parties;

Postholder: _____ Date: _____

Head Teacher: _____ Date: Jan 2024

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to organise, motivate and manage a team.	*		
Ability to relate to people both in person and on the telephone	*		
Ability to use ICT effectively	*		
Ability to deal with day to day issues on own initiative	*		
Ability to move heavy furniture	*		
To possess DIY skills	*		
Ability to relate well to children and adults			

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Awareness and understanding of basic safety and security measures	*		
Working knowledge of relevant polices/codes of practice/legislation	*		
Knowledge of Health and Safety procedures and precautions	*		
Knowledge of COSHH regulations	*		
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*		
Awareness of health and hygiene procedures	*		
Knowledge of moving and handling procedures	*		
Participate in development and training opportunities	*		
Knowledge of basic fire regulation requirements		*	
Knowledge of using mechanical cleaning equipment		*	

EXPERIENCE	Ess	Des	MOA
Experience of managing a team	*		
Handyperson experience	*		
Caretaking/site-keeping experience in a school or similar environment	*		
Experience of working within a cleaning environment		*	
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate