



## Job Description

KEY INFORMATION	
Post title:	Premises Supervisor
Grade:	4
Responsible to:	Facilities Manager
Responsible for:	n/a

OVERALL PURPOSE OF JOB	
To supervise lettings and the school site out of hours and carry out a range of general maintenance and groundskeeping tasks.	

MAIN DUTIES AND RESPONSIBILITIES	
1	To supervise the site outside school hours when external lettings and/or school events are taking place, including supervising lettings to ensure the service runs smoothly and health and safety and other conditions of hire are adhered to
2	To liaise with lettings clients to resolve queries and issues arising during lettings periods
3	To respond to routine email requests regarding lettings, e.g. availability of rooms and equipment. To acknowledge and pass on any queries relating to invoicing or new business to the relevant colleagues
4	To prepare facilities to an appropriate standard for use by lettings clients
5	To restore facilities to an appropriate standard for use by the school
6	Secure the buildings and grounds, including unlocking and securing of buildings and carrying out security checks at the end of each shift
7	To carry out a handover with Premises colleagues at the beginning of each shift, taking account of any specific information provided
8	To carry out general maintenance and housekeeping tasks as directed by the Facilities Manager, such as minor repairs, repairs to doors and windows, installing shelves/display boards etc, painting and decorating, moving furniture, distributing deliveries and room inspections



9	To carry out general groundskeeping tasks as directed by the Facilities Manager, such as grass cutting, trimming borders, weed killing, leaf blowing, artificial and grass pitch maintenance, line marking and site inspections
10	To record any additional maintenance, health and safety or IT issues noted during the shift using the school's electronic logging system



### **GENERAL RESPONSIBILITIES**

1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.



## Person Specification

*All points are essential unless otherwise specified*

<b>Qualifications</b>	
1	Good standard of literacy and numeracy
2	<i>Premises/maintenance or other related qualification, e.g. City &amp; Guilds Level 2 Maintenance Operations or similar (desirable)</i>
<b>Experience</b>	
1	Experience of supervising premises / acting as keyholder
2	Experience of basic maintenance, groundskeeping or similar practical tasks
3	<i>Experience in one or more particular trades, e.g. plumbing, carpentry, plastering, decorating (desirable)</i>
<b>Skills/Knowledge/Abilities</b>	
1	Awareness and knowledge of health and safety, including practical implications of fire safety measures and school protocols, policies and procedures
2	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff, children and contractors
3	Ability to undertake caretaking/manual work where required and to work in a range of environments, including outside in all weathers
<b>Personal Attributes</b>	
1	Able to follow instruction and adhere to standard procedures and protocols
2	Ability to work successfully alone and as part of a team
3	Good time management and organisation skills
4	Flexibility, with a professional approach to work, including working alternative and occasionally additional hours, as some weekend working will be required
<b>Safeguarding</b>	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour

3	Satisfactory Enhanced DBS check
---	---------------------------------