



Job Specification

Premises Supervisor

Overall Purpose of the Post

Be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic school interior.

Key Outcomes/ Activities

Security

- Lock/unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Provide emergency access to the school site.

Maintenance

- Undertake appropriate repairs e.g., redecorating and fixing.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Head of School.
- To organise and carry out minor improvement work e.g., erecting shelves, notice boards, bookshelves etc. as agreed with the Head of School.
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Undertake minor/simple repairs e.g., minor plumbing, changing light bulbs unblocking drains.
- Collect and assemble waste for collection.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Undertake specialist cleaning tasks.
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors.
- Ensure that swimming pool and other specialist sports equipment are maintained in accordance with specified standards.

Resources

- To advise the Head of School/School Business Manager on matters relating to energy control and conservation.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

Organisation & Supervisory/Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Provide training for staff.
- Supervising of other cleaners.
- Porter duties e.g., delivering mail, moving furniture and equipment.
- Assist the Head of School/School Business Manager in the management, administration and operation of lettings system.
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head of School/School Business Manager.
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.

Responsibilities

- 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.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- To be responsible, in conjunction with appropriate Line Manager, for the administration and control of appropriate areas of the budget.
- Attend and participate in relevant meetings as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

Characteristics of the post

- The ability to regularly attend meetings as required by the Head of School/School Business Manager.
- Employees are encouraged to participate in training activities in order to enhance their own personal development.
- All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Working Conditions

The nature of the post may involve some ongoing considerable physical effort, e.g., lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role.

The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.