

JOB DESCRIPTION

Job Title: Site and Premises Supervisor

Grade: 6

Salary: SCP 20 – SCP 24

Conditions of Service: Support Staff Contract of Employment

Responsible to: Operations Manager

Responsible for: Cleaning / Caretaking Staff (small team up to 5)

Statement of purpose

To provide efficient and effective caretaking support to the school including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school and that heating systems operate at optimum efficiency.

Line Management

- May be required to supervise a small team of site staff, e.g. one or two site staff.
- To ensure:
 - Adequate cover for holiday periods.
 - Adequate cover for outside normal school hours.
 - Providing cover for emergency call out.
- Undertake recruitment/induction/appraisal/training/mentoring of site staff.

Security and Safety

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to designated member of the Senior Leadership Team.
- To be responsible for maintaining the security of the premises (buildings and grounds) and its contents including monitoring the school's CCTV system.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows, reglazing small and large internal windows
- Liaising with school management in relation to the formulation of risk assessments where applicable.
- Undertake risk assessments and COSHH procedures as appropriate.
- May be required to assist with fire evacuation procedures and other appropriate safety procedures as identified.

Maintenance and Cleaning

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- May be required to drive the school minibus/and /or carry out weekly minibus maintenance checks.

Maintenance and Repair

Decoration

- Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate. **Joinery**
- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks,
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects

Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps. Stopping leaks.
- Liaison with contractors in relations to larger building maintenance projects.

Resources

- To undertake portage tasks as required including setting up and clearing away furniture.
- To control the provision of toiletry items including requisition, storage and distribution of such items.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art and Craft
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the college is responsible and arrange to replenish supplies in accordance with current procedures.

- To maintain appropriate records including intruder alarm log book and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team or where not immediately available, Technical Services, and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Extensive experience of working in a site security, maintenance environment • Experience of working to contracts and has ordered and managed materials • Experience of leading and supervising a team 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • NVQ 3 Building Maintenance & estates service, or equivalent qualification in a relevant discipline. 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Good numeracy/literacy skills. • Good understanding and ability to use specialist equipment/resources e.g. for recording temperatures, materials etc. • Ability to organise, lead and motivate other staff within the site team. • Ability to plan and develop systems of improvement in relation to the building and/or site. • Able to interpret policies/codes of practice/ legislation. • Must be able to relate well to children and to adults. • Have good organisation, planning and prioritising skills. • Methodical in approach with a good attention to detail. 	APP/I
	General Safeguarding <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. 	
	Behavioural Attributes • Customer focused. <ul style="list-style-type: none"> • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. 	APP / I

	<ul style="list-style-type: none"> • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 02/02/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.