

## Job Description

|                        |   |
|------------------------|---|
| <b>School Name:</b>    | Employed by Parliament Hill School  |
| <b>Job Title:</b>      | Site Services Supervisor  |
| <b>Reports To:</b>     | PHS & WES Premises Manager  |
| <b>Team</b>            | Premises Team   |
| <b>Line Management</b> | In the absence of Premises manager supervise the site services and cleaning team.   |
| <b>Grade:</b>          | <p><b>Grade: SO1 (£38,571- £40,344)</b></p> <p>35 hours -52 weeks</p> <p>Working hours are typically between 6:00am and 7:00pm, subject to service needs.</p> <p>The role follows a shift rota, Monday to Friday, with occasional evening and weekend work. Evening support is required during parent evenings, committee meetings, and other school events. Flexibility during school holidays may be needed to cover maintenance schedules.</p>   |
| <b>Role Summary:</b>   | Under the direction of the Parliament Hill and William Ellis Joint Premises Manager, the Site Services Supervisor is responsible for ensuring the security, maintenance, and smooth operation of the school site at Parliament Hill. This role will also focus on optimizing the use of school premises, facilities, plant, equipment, and materials in a cost-effective manner. The supervisor will manage the Site Services team and ensure timely responses to maintenance requests and school event requirements, deputizing for the Premises Manager in their absence. |

**Key Skills and Competencies:** The highlighted competencies are core to this role.

| Relationships                    | Organisational Agility | Personal Excellence           | Innovations            | Permanent Growth & Development |
|----------------------------------|------------------------|-------------------------------|------------------------|--------------------------------|
| 'Customer' focus                 | Change Management      | Developing People's Potential | Idea Generation        | Vision                         |
| Build Wider Networks             | Project Management     | Self-Development              | Innovation Management  | National Perspective           |
| Building long term relationships | Team Building          | Performance Management        | Creativity             | Openness to new approaches     |
| Empathy                          | Organisational Skills  | Individualisation             | Curiosity              | Strategic Leadership           |
| Effectively Communicate          | Prioritisation         | Learning                      | Concept Thinking       | Adaptability                   |
| Professional Attitude            | Action oriented        | Motivating People             | Solving Problems       | Achieving Results              |
|                                  | Decision Making        | Taking Responsibility         | Passion for Technology | Planning                       |

#### Other Duties

- The duties and responsibilities outlined in this job description are not exhaustive. The post holder may be required to undertake additional duties within the general scope of the role, with the consent of the post holder.
- All staff are expected to model professional behaviour, supporting student development and maintaining high standards of conduct, as per the school's code of conduct.

#### Commitment

- Demonstrate a commitment to Equality and Diversity in a school environment.
- Work collaboratively towards achieving the school's aims, establishing and maintaining effective working relationships with colleagues at all levels.
- Support a flexible, professional approach, contributing to the overall development and success of the school.

#### Safeguarding and Child protection

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all systems, processes and communications, in compliance with national and school procedures and protocols.

#### Data Protection

- Ensure that all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation and the School's data management protocols.

Main Activities: Principal responsibilities are detailed below:

### **SUPERVISION OF SITE SERVICES TEAM**

- Responsible for the day to day management of site services.
- Deputise for the Premises Manager in their absence
- Lead and supervise Site Services Assistants, providing clear direction and support to ensure tasks are completed efficiently and professionally.
- Collaborate with the Premises Manager to deploy staff, prioritise tasks, and address maintenance issues reported via the site management systems.
- Foster a strong team ethos, encouraging collective responsibility for site management.

### **SECURITY and HEALTH & SAFETY**

Duties include:

- Support the Premises Manager in ensuring the security of the school buildings and grounds.
- Be responsible for the opening and closing of premises, ensuring security gates, doors, and fire exits are secured as required for school activities, lettings, and emergencies.
- Regularly check fire alarms, fire safety equipment, and emergency exits to ensure proper operation.
- Act as the first point of contact for emergency services and manage the response to emergencies (e.g. leaks, fires, or other incidents).
- Assist in the implementation of health and safety risk assessments and ensure compliance with health and safety regulations across the site.
- Monitor and report on health and safety standards, ensuring adherence to the school's policies and procedures.

### **LETTINGS**

- Liaise with lettings agency (Schoolsplus) as required.
- Plan to ensure the school is ready for school day and priorities post any lettings

### **DELIVERIES**

- Support with the coordination of the delivery/receipt of post, stores materials and other goods.
- Coordinate the unpacking and storage of stock.

### **FURNITURE MOVING**

- To coordinate and move such items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.

### **CLEANING**

- Supervise cleaning staff as required and act as a point of contact for agency staff, ensuring all areas are cleaned to required specification.

### **EMERGENCIES**

To deputise in the absence of the Premises Manager. Some examples of duties are:

- Take responsibility for managing site emergencies, such as dealing with leaks, breakages, and electrical or gas issues.
- Respond to out of hours call-outs for fire and intruder alarms

- Coordinate repairs and maintenance tasks, ensuring timely response to internal issues.
- Support minor repairs to fixtures, fittings, and equipment, as well as handling maintenance issues such as plumbing and redecoration.
- Assist with the upkeep of hygiene materials and ensure proper maintenance of all school facilities.

#### **INTERNAL MAINTENANCE**

##### **Duties include:**

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Support the Premises Manager with regular inspection of plumbing/electrical systems and report/repair defects as appropriate.
- Synchronise clocks, time switches etc., as required.
- Undertake and coordinate minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Order /purchase material and take delivery of materials to deal with repairs mentioned above.
- Subject to safety regulations, redecoration of any area.
- Support with the supply and availability of all hygiene materials.
- Remove graffiti etc.

#### **EXTERNAL MAINTENANCE**

##### **Take primary responsibility for external maintenance at Parliament Hill School.**

##### **Duties include:**

- Deployment of Site Services Assistants to tasks and priorities
- Maintain cleanliness and general tidiness of all external hard areas.
- Empty litter bins on a daily basis.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Support the Premises manager with the inspection of outside fabric of school, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc. Report/repair defects as appropriate.
- Remove/obscure all graffiti.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Undertake designated gardening duties. Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.
- As directed by the Premises Manager, coordinate the plan for extended external maintenance projects. E.g. tree maintenance, landscaping, replacement of fencing, maintenance of external furniture, drain repairs, external decoration.
- Carryout out landscaping/ gardening duties such as maintaining the flower beds, in conjunction with PHS staff.
- Attend appropriate training courses as required by Premises Manager and the Business Director

## Person Specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualification and Experience</b>   |           |           |
| <ul style="list-style-type: none"> <li>Competent at basic building repairs and maintenance and grounds maintenance. Use of small industrial electricals, mechanical equipment.</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Experience of external/grounds maintenance</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Willing to undergo training as required; able to understand and apply regulations (such as health &amp; safety, manual handling regulations etc.). Able to operate electrical / mechanical systems.</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Qualified to GCSE level or equivalent, Maths and English Language.</li> </ul>  |           | D         |
| <ul style="list-style-type: none"> <li>Evidence of at least one area of H&amp;S training.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>2 Years' experience in a similar role</li> </ul>   |           | D         |
| <ul style="list-style-type: none"> <li>Proficient in using the school's IT systems and willingness to increase IT skills</li> </ul>   | E         |           |
| <b>Skills, Knowledge and Abilities</b>  |           |           |
| <ul style="list-style-type: none"> <li>Trained in Health &amp; Safety, asbestos management, legionella, working at heights, manual handling</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Able to effectively organise and supervise the work of others including contractors.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Ability to regularly handle and carry heavy items</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>A proven record of a high level of attendance; honest; able to work effectively with little supervision; polite and courteous to members of staff and the public; calm and patient when under pressure; co-operative with other employees, parents and visitors, showing diplomacy.</li> </ul> | E         |           |
| <ul style="list-style-type: none"> <li>Able to show initiative and work proactively to ensure the smooth running of the site.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Willing and able to start work early when required. Be on call for emergencies and deal with evening commitments on school calendar.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Ability to work under pressure and ensure that deadlines are met.</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.</li> </ul>   | E         |           |

|  |   |   |
|--|---|---|
| • Knowledge of COSHH   |   | D |
| • Ability to undertake a range of maintenance tasks  | E |   |
| • Ability to maintain accurate compliance records e.g. fire alarm testing, legionella flushing | E |   |

## Skills and Knowledge - Specifics

- Operating heating and boilers, as well as aircon and cooling systems
- Using email, Microsoft Teams, Word and Excel
- Using other electronic systems e.g. Paxton & Every
- Knowledge of plant and tree species and appreciation of grounds development and maintenance, including the Living wall and use of ride-on mower
- CCTV system

## Minor repairs

The following is a list of 'typical' minor repairs expected to be undertaken by the Site Services Supervisor and other site staff.

- Door handles and closers
- Shelving
- Painting, paying attention to RAL colours and finishes
- Window latches
- Repair of furniture
- Coat hooks
- Locker management including resetting codes
- Repairs to equipment
- Fitting towel dispensers
- Fitting toilet roll holders
- Soap dispensers
- Window blinds
- Small plumbing jobs, ie unblocking of drains, gullies and WC's & replacement of tap washers etc
- Toilet seats
- Change fuses up to and including 13 amps
- Yale and simple mortice locks
- Temporary boarding up of windows
- Removal of dangerous glass
- Limited re-glazing work
- Plugs and chains to basins
- Other reasonable small jobs as agreed from time to time

The duties on this list may vary from time to time and you may be asked to perform other reasonable duties not specified on the above lists as required by the Headteacher, without changing their general character or level of responsibility.