



JOB DESCRIPTION

JOB TITLE: Site Supervisor
Contract: See contract of employment
SALARY SCALE: Scale 4/5 (Outer London weighting) Pro Rata

RESPONSIBLE TO: *Principal and LEO Academy Trust Premises Manager (Line Manager)*

Purpose of the job:

To carry out a range of tasks to support the Trust Premises Manager, Executive Principal and school staff in the following key areas of operation of the school.

- To be responsible for all aspects of site management, including a wide range of duties and responsibilities connected with the fabric and grounds of the school.
- To be responsible for the security of the school site and the contents.
- To be responsible for ongoing maintenance and operation of heating, lighting and boiler plant/equipment at the school, ensuring all faults are reported and dealt with in a timely fashion and ensuring efficiency.
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- To be responsible for carrying out minor repairs and general building maintenance or liaising with the Trust Premises Manager regarding organising specialist contractors when necessary, reporting on progress on the Every system.
- To support the staff at the school by providing portering services for stock and curriculum resources when necessary
- Liaise with contractors to carry out statutory maintenance at the school, ensuring quality of work and informing the Trust Premises Manager about any concerns. Records to be maintained on the Every system.
- Working with the Trust Premises Manager and Executive Principal on suggested improvements to the general school environment
- Assist the Trust Premises Central Team with oversight on any building and repair works carried out at the school.
- To be responsible for the daily liaison with (either) the contract cleaning supervisor at the school, or the Trust Premises Manager regarding the employed cleaners at the school, ensuring standards of cleanliness are maintained.
- To undertake cleaning duties (interior and exterior) as and when required.
- To act as keyholder for the school.

- To attend school premises in cases of emergency e.g. intruders, fire, floods etc.
- To be an active member of the school community, supporting teaching and learning and wider opportunities; through the interaction of children when required by the staff.

This job description indicates the range and degree of responsibilities involved. It is not necessarily exhaustive.

Employment Duties:

So far as reasonably practicable, the jobholder must:

- Promote safe working practices and in the premises/work areas for which they are responsible, maintain a safe working environment for employees and service users.
- Work in compliance with the Trust Code of Conduct, Regulations and policies, and their commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

General:

- Taking delivery and dispatching of stores, materials and other goods and safely storing to correct locations around the school, or storing them until needed and ensuring that all goods and services delivered are signed for and the receipt given to the School Office.
- Conveying post and parcels to and from the point of distribution.
- Moving and arranging furniture in rooms, including tables and chairs for assemblies / meetings and clearing away afterwards.
- Removal of weeds from paved and tarmac areas and removal of rubbish from all areas surrounding the school, ensuring that all play areas are safe for students use.
- Completing any required paperwork and record keeping on the Every system.
- Ensure that adequate quantities of toiletries including toilet rolls,, liquid soap, are kept in stock. Twice daily checks to distribute and replenish toiletries as required.
- Carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To assist the LEO Trust Premises central team with preparation of project specifications.
- To be aware of all out of hours activities at the school, including outside lettings, and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of school functions and outside lettings including PTFA events.
- Attending regular premises staff meetings with the Trust Premises Manager.
- If necessary, to carry out a weekly check on the school minibuses to ensure road worthiness. To arrange for the cleaning and servicing as required.
- Attend training courses and performance management interviews as directed.
- Undertake any other reasonable tasks as directed by the Trust Premises Manager, Executive Principal or individual school Principal

Security:

To ensure the safety and security of the school site by:

- Limiting access to authorised personnel.
- Implement preventative measures against trespass on the school premises or grounds and ensure that un-authorised parking of vehicles does not occur.
- Opening up and locking up school when required.
- To be responsible for and carry out security procedures for school buildings and grounds including the routine and non-routine opening and closing of school premises and grounds.
- Turning alarms on and off when required.
- Respond on-call when the school alarm system is set off and arrange for the system to be re-set as appropriate.
- Providing contractors safe access to the site.
- Giving lettings safe access to the site.
- Responding appropriately to emergencies.
- Locking and unlocking the school buildings and grounds.
- Be responsible for the safe management of the key and lock systems throughout the school and grounds
- Ensure security alarms are functioning correctly and report any defects immediately
- Working safely, within H&S policies.

Maintenance:

To maintain the schools' grounds, buildings and facilities by:

- Management of cleaning and grounds maintenance
- General maintenance of school buildings.
- Within limits of training and skills, carry out minor redecoration work as directed.
- Responding to the routine maintenance and repair of buildings and facilities and inspection of ancillary equipment not subject to service contracts.
- Safe use of power and other tools to undertake necessary repairs etc.
- Maintaining the school environment with a regard for health and safety issues using the Every system.
- Emergency cleaning of bodily fluids (vomit, excrement etc.).
- Operating boiler controls and timers; turning heating & lighting on & off at appropriate times.
- Replacement of lighting.
- Reporting to and communicating with the school Leaders and Trust Premises Manager on a regular basis. Drawing attention to any repair or maintenance work required at the school.
- Escorting contractors to sites where repair or maintenance work is required and if necessary supervise work
- Carrying out sweeping, tidying and general maintenance, both internally and externally.
- Perform non scheduled cleaning duties
- Carrying out portering duties.
- Ensuring that items of equipment and disposable resources pertaining to the job are stored securely and maintaining a record of these.

HEALTH & SAFETY

- a) Attend periodic Health & Safety Training.
- b) Ensure that all site and cleaning staff follow the schools policies relating to health and safety. Ensure all health and safety checks are completed to schedule and paperwork is completed as directed by health and safety policy (e.g Fire system checks, safe water system checks, legionella, asbestos, mechanical safety of equipment and furniture and risk assessments)
- c) All working at height must be carried out with a safe system of work in place and working at height to be only undertaken following appropriate training.
- d) To ensure you keep yourself informed of Health and Safety issues relating to the duties of the Post.
- e) Ensuring that litter bins are emptied when necessary.
- f) Maintaining the site storage and cupboards in a clean and tidy condition.
- g) Using materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.
- h) Ensuring that flammable materials are kept out of the boiler room and away from any heat sources.
- i) Ensuring that caretaking and cleaning equipment used is in safe working order and inform the Trust Premises manager of any defects.
- j) All cleaning and related operations must be carried out to a safe system of work to ensure safety of staff and others.
- k) To work within and ensure staff and student compliance with the School Health and Safety Policy.
- l) Provide safe access to the school in the event of snow, ice or flooding.

LIGHTING AND HEATING

- a) Keep up-to-date records, monitor and report on the use of all services (water, gas and electricity) in order to reduce wastage and control costs. (Record meter readings monthly)
- b) Monitor, operate, adjust and maintain all heating plants to ensure economic use, which provides a comfortable level of heating throughout the premises.
- c) Maintaining the boiler house and plant in a clean and tidy order and ensuring clear access for service contractors (gas, electricity, water).
- d) Replacing light bulbs/tubes if necessary
- e) Report any defects in the lighting or heating systems to the Premises manager immediately.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals and to support and develop staff in accordance with the School Equal Opportunities policy where applicable. The performance and development needs of the Premises Supervisor will be reviewed at least once a year by the Trust Premises manager.

Other

To undertake such other duties as required by your line manager commensurate with the seniority of the post.

This job description will be reviewed regularly and indicates the range and degree of responsibilities involved. It is not exhaustive and the post holder will be expected to carry out any other reasonable instructions given by the Executive Principal and LEO Academy Trust Premises Manager

Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings'.

Report to the Designated Safeguarding Lead ANY behaviour by colleagues or children which raises concern.

Date: _____

Signed: _____
Site Manager

Person Specification: Site Supervisor

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

The element of the recruitment and selection process used to judge evidence provided against each ability or skill is identified by the following key.

Priority E (Essential)

Priority D (Desirable)

If you are selected for interview you may be asked to undertake written or practical tests to cover the skills and abilities shown below:

	E: Essential D: Desirable		How assessed
Qualifications			
GNVQ level 2 or equivalent in a relevant subject.		D	App/Doc
OR			
Able to demonstrate competency to an equivalent to level	E		App/Doc/Ref
A building related qualification or willing to undertake one		D	App/Doc
OR			
Able to demonstrate competency to an equivalent standard eg basic plumbing, carpentry, decorating	E		App/Doc/Ref
Holds a D1 Driving licence or Category B for at least two years		D	App/Doc/Ref
Significant relevant experience, including site management	E		App/Doc/Ref
	E		App/Doc/Ref

The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella,etc			
Experience			
Previous experience of working within a school (or related) environment. Experience of, and ability to, undertake minor maintenance work and repairs.	E	D	App/Int/Ref App/Int/Ref
Knowledge			
Knowledge of how to meet service users' needs through effective facilities management, including: • site safety & security • ordering, controlling, receiving and delivering goods and services efficiently • recommending and undertaking routine repair and maintenance work including minor repairs and redecoration and to perform tasks included in the job description • monitor, record and operate all services (e.g. gas, electricity, fire alarm etc.) to ensure efficiency and avoid wastage	E		App/Int/Ref App/Int/Doc/Ref
Knowledge and experience of general building maintenance e.g. boiler maintenance.	E		App/Int/Doc/Ref App/Int/Ref
Good working knowledge of health and safety and building regulations and ability to/experience of carrying out risk assessments.	E		App/Int/Doc/Ref
A good working knowledge of security practices.	E		App/Int/Doc
An understanding of relevant policies/codes of practice and awareness of relevant legislation (or a willingness to learn these).	E		App/Int/Doc
Knowledge of child protection and health and safety procedures.	E		App/Int/Doc
Skills/Attributes			
Ability to contribute to the general maintenance and operation of the site.	E		App/Int/Ref
Ability to self-evaluate learning needs and actively seek learning opportunities.		D	Int/Ref
Ability to relate well to children and adult; demonstrating an understanding of children.	E		Int/Ref/App
Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.	E		App/Int/Ref
Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities	E E		App/Int/Doc/Ref App/IntRef

Ability to demonstrate an organised and flexible approach to work. Manage own time effectively and demonstrate initiative including establishing priorities	E		App/IntRef
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	E		App/IntRef
Good numeracy and Literacy and IT Skills	E		App/IntRef
Ability to be flexible including occasional work outside normal hours and able to respond to emergency work situations at short notice.			
General Circumstances			
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	E		App/Int
Willingness to undertake necessary training e.g. Health & Safety (e.g. COSHH & Fire Safety etc.)	E		App/Int
Ability to adhere to the school policies and procedures and most importantly the equal opportunities policy and all Health & safety related policies	E		App/Int
Ability to support the work of the school/contribute to school life displaying a conscious and logical approach to the variety of tasks necessary for smooth running of the school	E		App/Int

App = Application Form Int = Interview Doc = Documentary Evidence (E.g., Certificates
Ref = References