

**LAWRENCE SHERIFF SCHOOL**

**Home of the Coventry and Central Warwickshire Teaching School Hub**

**RUGBY**

**JOB DESCRIPTION**

**Site Supervisor**

**Line Manage**r: Operations Manager

**Salary:** Scale F (points 7 – 10), with the possibility of Scale G (points 11 – 14) for a candidate with the relevant experience/expertise.

Salary range (points 7 – 14) £25,584 FTE – £30,060 FTE

Whilst the starting point would normally be at the bottom of the scale, the successful candidate's salary will be agreed based on qualifications and experience within the whole F – G range.

**Hours of work:** 37 hours per week, Monday to Friday between 07.30 and 17.30, exact start and finish times to be agreed with the successful candidate, for 52 weeks per year

Occasional evening and weekend work may be required

**Post Objectives**

Manage the academy premises and site to ensure the health, safety and security of all pupils, staff, parents, Trustees and stakeholders, including contractors and visitors to the site.

Maintain the internal and external fabric of the school premises as a safe and secure working environment, liaising daily with the Operations Manager and Headteacher on all aspects of looking after the site. Undertake routine maintenance, security, health and safety checks, and monitoring contracts and contractors.

Liaise with all stakeholders to facilitate the use of school facilities by community and commercial users.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school’s Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

1. Responsibilities

**Main Duties**

Site:

* The operation of fire and burglar alarms and key holder responsibilities
* Co-ordinate and implement routine inspections and repairs of the school buildings equipment and external environment, including annual, monthly, weekly and daily inspections
* Manage, supervise and monitor any facility or building contractors undertaking work on the school’s premises. Ensure that any issues with contractors are promptly followed up
* Plan and manage all requests for works and preparations for School events such as assemblies, meetings, workshops and INSET days
* Receive School Deliveries and move supplies to various parts of the building as appropriate. Remove furniture and equipment in accordance with the school’s procedures
* Maintain stock levels as required
* Take energy readings on a monthly basis
* Operate and maintain the heating systems across school sites
* Keep external bins tidy and order skips as necessary in liaison with the Operations Manager
* Be responsible for reporting any emergencies in faults with gas, electric, water supplies to the Operations Manager
* Facilitate any minor repairs within their ability, training and health and safety constraints, for example: painting and decoration, joiner, minor repairs and improvements, plumbing, internal glazing – remedial action after break-ins, e.g. boarding up broken windows
* To manage a budget for minor maintenance works and repairs
* Be responsible for managing the Grounds Maintenance in co-ordination with the Operations Manager
* Rock salt/grit the playgrounds etc. in frosty weather (to provide a safe pedestrian access in bad weather), to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages
* Gardening duties, pruning and clearance by perimeter fencing, weeding to keep area tidy and planting of bulbs etc

Security:

* Act as main keyholder carrying out security procedures for academy buildings and grounds
* Check and secure windows and internal doors
* Switch on/off appropriate alarm systems and lighting
* Lock/unlock gates and external entrance doors
* Carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage
* Provide access to the site in the event of emergency situations
* Deal with enquiries from colleagues, trustees, contractors and members of the public.
* General site supervision, including daily inspection of the site to ensure prevention of trespass, in conjunction with the Operations Manager and Site team, ensuring the safe use of the school site at all times

Health and Safety:

* Carry out routine health and safety checks relating to the premises e.g. water, fire, alarms, lighting
* Ensure that equipment is checked regularly and maintained as necessary
* Fire procedures, testing alarm on a weekly basis, co-ordinating fire inspections/alarm
* Maintain record logs for maintenance of fire safety, asbestos, legionella etc.
* Have overall responsibility for ensuring that the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks of fire alarms, call points, fire doors, fire extinguishers and emergency lighting
* Whilst on duty remain contactable by mobile phone
* To maintain manual and computerised logs of work undertaken, records and information as necessary

**General**

* Attend required meetings and training sessions
* Support safeguarding and child protection measures and promote the welfare of students
* Follow school policies, practices and procedures
* Ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy

1. Complete all tasks to the highest possible standard
2. Be punctual and discreet
3. Work on own initiative
4. Report any issues or incidents to your appropriate supervisor
5. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
6. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.

**PERSON SPECIFICATION – Site Supervisor**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Good knowledge of understanding in Maths and English including written instructions and guidance | Health & Safety qualifications, including IOSH Working Safely |
| Willingness to undertake a range of training across a wide skill base | Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment |
| **Experience** | Previous experience maintaining a commercial  building, building services, equipment, etc | Experience of working in a school environment as  a Site Agent, Supervisor or Caretaker |
| Experience managing and maintaining health &  safety in a commercial environment | Experience of a supervisory role |
| Experience of compliance testing and monitoring such as fire alarm, legionella etc |  |
| **Skills and Aptitudes** | Ability to build and form good relationships with colleagues and other professionals | Computer literate |
| Ability to work constructively as part of a team, be adaptable and supportive of colleagues |  |
| Able to work flexibly to meet deadlines and respond to unplanned situations |  |
| Good verbal and written communication skills appropriate to the need to communicate effectively |  |
| Physical ability to carry out manual tasks i.e. heavy lifting, moving items |  |
| Recognition of personal responsibility for Health and Safety |  |
| Commitment to self-development and willingness to undertake further training |  |
| Willingness to acquire a first aid qualification |  |
| Driver with a full driving licence |  |
| Excellent interpersonal skills |  |
| Ability to maintain confidentiality on all school  matters |  |
| Ability to work without close supervision |  |
| Punctual and conscientious |  |
| Prepared to challenge non-compliance |  |
| **Personal Qualities** | Occasional flexibility in working hours as and when required |  |
| Maintains confidentiality at all times |  |