



## LORETO COLLEGE JOB DESCRIPTION

Job Title:	<b>Site Supervisor</b>		
Job Purpose:	<b>To manage all aspects of the Academy Estate, including health &amp; safety and the Premises team.</b>		
Salary Grade:	<b>H6 (SCP 14 – 19)</b>	Hours:	<b>37 hours per week 52 weeks a year</b>
Line managed by:	<b>Headteacher</b>	Line manager for:	<b>Premises Team</b>

### **KEY ACCOUNTABILITIES:**

1. The provision of effective and efficient management of the academy site and Premises team, to provide a clean, healthy and safe environment for users of the premises, grounds and equipment.
2. To assist the Headteacher in facilities planning and the delivery of agreed projects and development plan for the site.
3. To arrange and schedule reactive and preventative maintenance works as required and to delegate the execution effectively.
4. The day to day management of all premises related contracts and services including budget management ensuring best value at all times.
5. To ensure compliance with relevant legal and statutory health & safety matters within the work undertaken by the Premises team.
6. The day to day oversight of all other environmental/energy matters on behalf of the Academy.

### **KEY TASKS:**

#### **Management:**

1. To line manage the Premises team to ensure adequate cover is maintained and individual and team performance is managed.
2. Liaise with outsourced catering company regarding planned and reactive maintenance of equipment and to ensure health & safety standards are met.
3. To identify that the Premises team have the relevant training/skills required to complete their jobs to the appropriate skill level and safety standards. To resolve any skills gaps through training and development opportunities.
4. To be the primary contact for the outsourced cleaning contractor ensuring high standards are achieved. To regularly meet with the company's Area Contract Manager and SLT Line Manager to develop an effective working relationship and attend contract review meetings.
5. To project manage all site developments as agreed with the Headteacher liaising where required with industry experts.
6. To meet on a regular basis with the Headteacher and provide reports on site and health and safety issues as required, reporting when necessary to the Premises and Finance Committees

#### **Site and Premises:**

1. To organise and manage a programme of routine maintenance, re-decoration and servicing ensuring that the Academy's financial procedures and tender requirements are observed. To ensure that all emergency maintenance is carried out promptly engaging trade skills/contractors as required.
2. To be responsible for the correct maintenance and operation of the lift, shutters and automatic doors around the site, including liaison with the relevant contractors to ensure that the lifts/shutters/doors are working effectively to meet the needs of all our students, staff and

others.

3. To be responsible for the effectiveness of and maintenance of all heating and service installations, including the timings of the heating system for academy and hirers use.
4. Take measures identified and recommended to improve the efficiency and reduce the running costs of the heating operations as part of an ongoing carbon reduction commitment.
5. To ensure that any janitor/spot cleaning requirements are delegated effectively as required and routine janitor responsibilities undertaken as instructed.
6. To ensure that all teaching areas are in good order and that furniture and equipment are available as required for examinations, assemblies and after school meetings.
7. To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice.
8. To act as the point of contact for on-site contractors and to liaise where necessary with surveyors and other consultants.
9. To ensure the provision of premises and facilities as required by hirers, e.g. heating, parking
10. To respond to emergencies and/or urgent requests for particular requirements relating to use of facilities.
11. To ensure that portable appliance testing and fixed wire testing is carried out as per legislative guidance.

**Grounds:**

1. To manage grounds maintenance contractors and ensure that the ground maintenance works are fully completed, including the summer and autumn change over and in readiness for Open Day.
2. To be responsible for the condition of the site's fences and gateways and to take action to repair, maintain and improve the perimeters.
3. Out of normal working hours cover may be required from the Site Manager in the event of adverse weather conditions to coordinate the Premises team with an appropriate response.

**Security:**

1. To act as an emergency out-of-hours contact with key holder responsibilities and organise call out rota amongst the Premises team to meet the Academy needs..
2. To ensure the effective operation of fire and security alarms and to liaise with relevant contractors.
3. To manage the Academy's CCTV network and to assist staff in reviewing/recording incidents, etc.
4. To contact and liaise with police and alarm company in the event of any unauthorised entry/ security risk.
5. To maintain an accurate and complete record of all security-related incidents.
6. To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that periodic reviews of site security are conducted and that appropriate progress action is followed through.
7. Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.

**Site Related Health & Safety:**

1. To ensure that all aspects of health and safety within the scope of the Premises team are managed according to current legislation and policy.
2. To monitor the site, including contracted works being undertaken, ensuring that health & safety regulations are adhered to and to establish safe working practices, and ensure that appropriate PPE is used at all times and risk assessments completed and updated as required and requested.
3. To be responsible for maintaining fire safety in line with fire safety regulations, including ensuring that all escape routes are kept clear at all times. To be the main point of contact within the academy for the maintenance, operation and upkeep of the fire alarm system.
4. Carry out regular safety inspections of all site buildings, plant & equipment.
5. To ensure that all Premises staff are trained to use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported to the Headteacher.
6. To undertake any reasonable activity in regard to Health and Safety as requested by the Headteacher, for example but not exclusively legionella testing and emergency lighting testing.

7. To manage the asbestos register and requirements.

**Health & Safety Responsible Person Responsibilities:**

1. To ensure that all health & safety related paperwork (including paperwork required by external agencies) is completed as required and kept up to date at all times.
2. To provide guidance to all staff regarding health & safety policy and procedures, and report any incidents of non-compliance to senior management.
3. To work with the Premises team in managing asbestos in the Academy according to procedures and ensuring that all parties complete the asbestos log prior to any works.
4. To meet with other health & safety committee members once a term and report to Premises Committee.
5. Coordinating and participating in the investigation of accidents and near misses.
6. Reviewing and analysing accidents and near miss incidents and make corrective action recommendations.
7. Keeping records of inspection findings and producing reports that suggest improvements.
8. Keeping records of incidents and accidents and producing statistics for managers.
9. Managing and organising the safe disposal of hazardous substances, e.g. asbestos.

**Environmental & Energy Responsibilities:**

1. To manage the waste disposal contract for the Academy ensuring that this is done so effectively, making use of recycling options where possible.
2. To work with on-site caterers to reduce waste consumption.
3. To monitor utility consumption, making recommendations where possible as to how this can be better managed and used more effectively.
4. To investigate alternative sources of energy for the Academy.
5. Make proposals to the Headteacher on matters relating to energy control, consumption and conservation.

**Lettings:**

1. To ensure accommodation required is prepared as necessary.
2. To ensure that key holding cover is in place for the weekday and ad hoc hirings.
3. To maintain a record of lettings and submit details for invoicing.

**Other tasks:**

1. To organise and manage the use of the Academy's minibuses, including cleaning, repair and maintenance, organisation of MOT, vehicle tax and garage delivery/collection, etc .
2. To ensure that all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records.
3. To liaise, where necessary, with external agencies to ensure that the Academy meets its minimum statutory requirements.
4. To maintain an up-to-date knowledge regarding disabled access issues; to contribute to the Academy's accessibility plan and related improvements to facilities.
5. To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards.
6. Appropriate professional appearance and dress is required at all times.

**General responsibilities:**

1. To be aware of and work in accordance with the Academy's child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty.
2. To produce risk assessments, user manuals or training procedures in line with the Academy's procedures.
3. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
4. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
5. To be responsible for your own continuing self-development, undertaking training as appropriate.

- |   |
|---|
| <ol style="list-style-type: none"><li>6. To attend and contribute to relevant management meetings within the Academy as and when</li><li>7. To up hold the ethos and standards established within the Academy and contribute to improvement at all levels.</li><li>8. To undertake other duties appropriate to the grading of the post as required.</li><li>9. A commitment to the importance of safeguarding for children.</li></ol> |
|---|

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at Loreto College (St Albans)

Signed

Employee

Date

Line manager

Date

## PERSON SPECIFICATION

<p><b>Academy Specific (all staff):</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills and the ability to communicate effectively at all levels.</li> <li>• Ability to organise and prioritise tasks effectively.</li> <li>• Ability to use own initiative.</li> <li>• Ability to follow instructions and carry out tasks as directed by the Headteacher.</li> <li>• Ability to work well under pressure and remain calm in complex situations.</li> <li>• Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy.</li> <li>• Ability to work as part of a team.</li> <li>• A good attention to detail.</li> <li>• Computer literature with a high level of proficiency in the use of Microsoft Office Word, Excel, Sims.</li> <li>• Experience of working in a Secondary School/Academy</li> </ul>	<p>E E E E E E E E D D</p>
<p><b>Role specific:</b></p> <ul style="list-style-type: none"> <li>• To have a proven track record at middle management level within an organisation</li> <li>• To have a good standard of general education including, as a minimum, GCSE Grade C or above in Maths and English.</li> <li>• To have the relevant training/qualifications to be the Academy’s health &amp; safety “competent” person.</li> <li>• Ability to manage complex operational demands with a high degree of customer satisfaction.</li> <li>• An ability to produce / write premises reports for the Headteacher and Governing Body.</li> <li>• An ability to take and record accurate notes of meetings.</li> <li>• A good understanding, and the ability to use, plant and equipment typically found on a large secondary school site.</li> <li>• Excellent line management skills to lead motivate and inspire a team.</li> <li>• Knowledge of the main requirements of health and safety legislation and good practice relevant to the post.</li> <li>• To be able to delegate effectively ensuring accountability is maintained and results are achieved.</li> <li>• Evidence of a strong commitment to the ethos of the Academy.</li> <li>• Good interpersonal skills to promote good working relationships between premises staff, external consultant’s staff and students.</li> <li>• Good understanding of financial management and budgetary control strategies.</li> <li>• Experience of procurements and a clear understanding of best value principles.</li> <li>• Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met.</li> <li>• Ability to work to tight deadlines and to take responsibility for meeting agreed targets.</li> <li>• Commitment to one’s own continued professional development.</li> <li>• An excellent listener with the ability to make clear decisions based on the information received.</li> <li>• Clean driving licence with D1 category or equivalent.</li> </ul>	<p>E D</p>