

Job Description: Site Supervisor

Reports to: Facilities Manager

PayScale: Band 3 Professional

Working hours: 37.5 hours per week

Role Summary:

To oversee a range of duties related to the general upkeep of buildings, services, and the surrounding environment, ensuring the health, safety, and security of all users. To lead the establishment support team, facilitating the effective, efficient, and smooth functioning of the school.

Key Tasks and Activities:

- **Site Security:** To ensure the security of the premises and that the Cluster building/s are available for authorised use through effective deployment of the site staff.
- **Act as main key holder** for the school on call outs
- **Maintaining Facilities:** Maintain the premises both internally and externally to a high standard through the development and implementation of a rolling planned maintenance programme covering current year and the following three years.
- **To manage the facilities job logging system** to ensure that all logged requests are prioritised, jobs allocated, and work completed to the satisfaction of the requester.
- **To work with the Facilities Manager** in developing the scope of minor works, to prepare detailed specifications to enable the work to be priced either as a quote or tender.
- **Customer Focus:** To work with the site staff to ensure that both internal and external customers receive high standards of service in terms of facilities and support while on site.
- **Purchasing:** Responsible for obtaining the necessary quotes or tenders for goods or services in line with the guidelines, approving requisitions up to the agreed value.
- **Term Contracts:** To assist the Facilities Manager with management of term contracts, cleaning, grounds, refuse and maintenance. Regular meetings with contractor's representatives to ensure that the contract is delivered in full.
- **Statutory Compliance:** Ensure that all the plant and equipment is tested and inspected in accordance with relevant legislation in place at the time and that any remedial action identified is completed within the required timescale. Carry out statutory testing such as fire alarm, water monitoring and monthly emergency lighting testing.
- **Health and Safety:** That all work undertaken has been risk assessed and that all who are likely to undertake tasks are properly trained. Ensure that all equipment involved in the maintenance of the premises is in safe and proper working condition and is stored safely in accordance with the Health and Safety guidelines. To monitor up to date changes with the Health and Safety policies, procedures, statute, and approved code of practice and to ensure that the federation implements such amendments to its policies and procedures as required. Maintain premises risk assessments and COSHH risk assessments. Sit on the Health and Safety Committee and be an active member of the Health and Safety team.
- **Fire Drills:** To liaise with the Head of School to ensure that fire drills are completed at the start of each term and at other such times as are deemed appropriate.
- **Hot Work Permits:** To ensure that whenever hot work is to be carried out on the premises, the necessary permits are provided to and signed by the relevant contractor/s.
- **Photovoltaics:** To ensure the accurate monthly recording of KWH, that readings are conveyed to the energy provider for calculation and receipt of an energy statement.
- **To be proficient on BMS (Building Management Systems)** with a clear understanding of the report protocol when assistance is required.
- **Ensure sub-contractors sign in, are aware of the 5 C's and are escorted to their place of work.** Monitor the method & risk of their working procedures and ensure they are in possession and understand the "Contractors Site Safety Note".
- **Responsible for the management of stores, goods, and equipment.** Distribute as appropriate.
- **Exercises responsibility for the operation of school heating systems.**

- Set out and store furniture for school events and undertake general portering as required.
- Be responsible for the general tidiness and safety of the outside areas, i.e., the removal of litter and graffiti from paths and hard surfaces. To keep surface drains free of obstruction, i.e., treating main entrances and paths with salt/grit as appropriate.
- Review standard of cleaning on a day-to-day basis, carry out cleaning duties, e.g., picking up litter, vacuuming carpets mopping floors, emptying bins.
- Carries out the first line monitoring of any contracts that may be in force from time to time.
- Undertake a reasonable range of Handyperson type duties, as mutually agreed with the Facilities Manager.
- Check and maintain adequate cloakroom provision in respect of hand washing, hand drying, and general toilet requirements according to the rota provided.
- Carries out lettings cover duties as required (with appropriate notice). Carry out other reasonable overtime requests.
- Management of lettings bookings and administration.
- Ensures that equipment involved in the maintenance of the premises is in a safe and proper working condition and is stored safely in accordance with Health and Safety guidelines.
- Know the location of all stop cocks, gas valves and mains electricity power breakers.
- Carry out daily, weekly & monthly inspections in accordance with HSE guidelines

General Accountabilities:

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may be reasonably expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person Specification - Site Supervisor:

Essential Qualifications and Experience	<ul style="list-style-type: none"> - GCSEs or equivalent, including English and Maths - Experience in site security and/or safety - Experience in building and facilities maintenance - Customer service experience
Essential Skills and Abilities	<p><u>Technical Skills:</u></p> <ul style="list-style-type: none"> - Ability to manage stores, goods, and equipment - Basic maintenance/handyperson skills - Proficient in the use of computer software such as Word and Excel <p><u>Communication Skills:</u></p>

	<ul style="list-style-type: none"> - Excellent verbal and written communication - Ability to liaise with staff, contractors, and external agencies - Excellent customer service skills <p><u>Organisational Skills:</u></p> <ul style="list-style-type: none"> - Strong organisational skills and time management - ability to manage multiple tasks and priorities
Personal Attributes	<ul style="list-style-type: none"> - Attention to detail - Problem-solving skills - Team player - Reliability - Flexibility -Physical ability to carry out manual tasks
Desirable Qualifications and Experience	<ul style="list-style-type: none"> - Certifications in facilities management, health and safety, or related fields - Experience in an educational setting