

JOB DESCRIPTION

- **Post:** Site Supervisor
- **Hours:** 35 hours per week / AYR
- **Reports to:** School Business Manager (SBM)
- **Grade:** Scale 5

JOB PURPOSE

- To ensure that all building assets that are the school's responsibility are serviced and maintained to meet statutory compliance at best value
- To ensure the physical security, safety and general maintenance of the school site
- To ensure that the premises and its furniture, fittings and equipment are maintained in excellent condition
- To work alongside the school's Cleaning Contractors

MAIN DUTIES AND RESPONSIBILITIES

Maintenance of the Premises & Grounds

- To regularly check for damage and defects to the building, furniture, fittings and equipment ensuring they operate safely and efficiently and remedy them on identification
- To ensure that all potential hazards are identified proactively, made safe and reported immediately
- To proactively identify and undertake all appropriate premises maintenance in line within the scope of a competent handyperson
- To monitor work requests, ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To monitor the function of heating, lighting, plumbing and security systems, rectifying minor issues and to report any faults to the SBM
- To ensure that the fire call points, intruder alarms, emergency lighting and water temperatures are tested weekly and results recorded
- To create a daily, weekly and monthly schedule to ensure that all responsibilities are carried out proactively and on a timely basis and to highlight to the SBM where additional support is required

Site Cleaning and Supervision

- To ensure that the grounds and other external areas are suitably maintained and are kept clean and free from litter and that refuse is disposed of appropriately
- To carry out emergency cleaning duties where necessary, and/or as directed
- To liaise with teachers and other staff to create a detailed record of occasions when cleaning does not meet expected standards, and review with the SBM on a weekly basis.

Site Safety and Security

- To ensure site security is maintained in line with school protocols, including locking and unlocking the site when required
- To liaise with key holders to include availability to support in an emergency call-out situation
- To ensure that clear passage is maintained on emergency escape routes
- To keep paths, entrances and walkways free of ice and snow to ensure the safety of students, parents, staff and visitors
- To ensure that all plant, equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse
- To regularly inspect the playground areas and identify any damage, hazards or potential risk factors, and to remedy them where appropriate

Property Supervision

- To assist in the monitoring of goods received and delivery to relevant departments
- To sign in/sign out and supervise visiting contractors and service providers including cleaning contractors and maintenance engineers.
- To ensure that copies of the Hazard Data sheets, Risk Assessments, Method Statements and Procedure documentation are available and that the guidance therein is followed
- To provide and replenish consumable bathroom supplies as required
- To identify required equipment or supplies and request the purchase of these by the office on a timely basis
- To arrange, move and set-up furniture and facilities as specified by staff
- To ensure that at all times you use equipment in a safe manner and are appropriately trained
- To carry out any other duties as may from time to time be required by the School Business Manager

Confidentiality

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when handling information, which could be confidential
- At all times, the postholder should demonstrate the ability to form and maintain appropriate relationships and personal boundaries with children and young people

Personal Responsibilities

- Your manner and dress should project professionalism and instill confidence
- Treat all staff, pupils, parents, carers and visitors with respect and courtesy
- Be responsible for own career development and undertake training, professional development and other learning activities as appropriate
- To take responsibility for safeguarding and promoting the welfare of children
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person
- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks
- Undertake other reasonable tasks as directed by the school's SLT
- At all times to carry out the responsibilities of the post with due regard to the Equalities Act

Person Specification

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Grade: Scale 5

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Essential criteria: E= Essential

E1.	Previous experience of buildings and asset management
E2.	Detailed understanding of building maintenance requirements and the ability to undertake minor repairs
E3.	Knowledge of the legislation specific to health and safety and related issues
E4.	Experience of ensuring records, schedules and other documents remain current and well organised
E5.	Good numeracy, literacy, and written and verbal communication skills
E6.	Ability to work effectively with a wide range of people, including the Senior Leadership Team, other school and contractor staff, other agencies, pupils, parents and the local community
E7.	Ability to work as part of a team and deliver high quality customer service
E8.	Ability to prioritise own workload in line with the Job Description
E9.	Ability to maintain appropriate relationships with adults, children and young people.