### Sharples School – Job Description

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| **Job Title** | SITE SUPERVISOR |
| **Grade** | C (Points 4-6)  Hours: 37 per week, Monday – Friday, all year round  Hours will be worked between 7.00am and 7.00pm (on a rota basis)  Occasional weekend working may be required |
| **Responsible to** | Facilities Manager |
| **Responsible for** | To ensure that all school facilities including Sports centre, outdoor  facilities are in excellent and safe condition with the highest possible standards of cleanliness for use by pupils, staff, visitors and customers. |
| **Principal Responsibilities** | To carry out routine maintenance and basic repairs during the school day and monitor major works during school holidays. The postholder will also be required to manage the work of contractors on site and monitor services provided externally, such as cleaning and grounds maintenance. In order to carry out these important responsibilities the Site Supervisor will be on site throughout term time and holidays will be taken during school holidays. The person appointed will have knowledge and skills relating to buildings maintenance and health and safety requirements in public buildings. Experience and skills to carry out repairs and minor building works will be particularly welcome. Commitment and attention to detail are required in order to maintain high standards of cleanliness in a busy and crowded environment. The ability to work on own initiative and also work to a planned works programme is essential. Positive and supportive relationships with staff and children will help make this challenging post rewarding and enjoyable. |

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| **MAIN DUTIES** | |
| 1. | Supervise Health and Safety requirements in school and ensure that regulations are adhered to:   * Ensure that all buildings and maintenance issues are attended to promptly and efficiently; * Carry out day to day maintenance of the school premises, internal fixtures. Fittings and furniture;   With the support of the Facilities Manager, the Site Supervisor will be required to:   * Ensure that caretaking resources are maintained in good condition with adequate stock levels of consumables; * Assist with the completion of returns and reports as required by the Facilities Manager.   Undertake and manage general site and caretaking duties shown below:   * Opening and closing of all the school buildings including ensuring that the fire and intruder alarm systems are fully operational; * Setting up sports hall, gym and other facilities in line with bookings; * Monitoring the standard of work contractors who provide services to the school, e.g. cleaning grounds maintenance and building maintenance contractors; * Monitoring routine maintenance with approved contractors with the approval of the Facilities Manager and/or Director of Business & Finance; * In the case of emergency: defined as follows:   + A defect which puts at risk the safety of the building, its occupants, or members of the public.   + Any defect which is not attended to immediately will threaten the fabric of the building resulting in a material repair cost e.g. roof leaks, burst pipes.   + Any defect which affects the security of the premises e.g. broken windows/skylights or damaged external doors.   + Any defect which prevents the opening of the school building e.g. boiler failure in winter, power failure.   The Site Supervisor is expected to take immediate decision and contact a contractor directly in the event of an emergency and to inform the Director of Business & Finance and the Facilities Manager.   * Ensuring the efficient and optimum operation of the School’s heating system, including carrying out simple maintenance and arranging for the system to be overhauled and repaired by the appropriate engineers as required; * Cleaning duties including litter, spot and emergency cleaning which may be necessary to maintain hygienic standards; * Ensuring sufficient stocks of essential janitorial materials are maintained, e.g. soap, paper towels, toilet rolls, light bulbs etc.; * Convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary; * Porterage/messenger duties both within and outside school premises; * Movement of furniture and equipment around school; * Ensuring that pupil and staff toilets are inspected at least twice daily to maintain high standards of cleanliness and service with an adequate supply of soap, towels and toilet rolls; * Removal of debris and leaves from traps, downspouts, waste pipes etc., and ensuring that drains and manholes are clean and operational; * Ensuring that waste pipes to all lavatory basins and sinks are cleared and clean; * Monitoring the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the school day and during holiday periods; * Ensuring the safe storage of any flammable/toxic substances on site other than those in laboratories or workshops; * Checking fire equipment, test fire alarms and sounders weekly and take part in any fire drill.   At regular intervals :   * Check all firefighting equipment in schools is maintained in operational condition (weekly); * Clean all windows/glass surfaces which are not cleaned by contract window cleaners (termly); * Sweep and clear car parks/playground areas to ensure they are always kept free from glass and other hazardous debris (termly); * Clear litter or debris from all school grounds (daily); * Remove graffiti whenever it appears (immediately); * Maintain grounds and shrubs, beds and tubs not covered by the grounds maintenance contract (termly); * Clean light fittings/shades (yearly); * Other duties of a general site management nature that may be reasonably requested by the Facilities Manager and/or Senior Staff to meet the needs of the school.   This is not an exhaustive list of responsibilities and related duties and may be amended the discretion of the Head Teacher to meet the needs of the school. |

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|  | **Customer Care -** To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource. |
|  | **Valuing Diversity -** To be responsible for contributions to the achievement of the Authority’s Valuing Diversity Policy, both in your work and in your role as a Manager through the implementation of the supporting action plans. To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that the elected members are encouraged to share in and reflect policy in their work. |
|  | **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development. |

**REVIEW ARRANGEMENTS**

***The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.***

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Person Specification**

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
|  | * Working knowledge of the Health and Safety at Work Act; * Experience of implementing directives within the Health & Safety at Work Act in a working environment; * Fire Precautions, Regulations and appropriate safety procedures; * Experience of implementing of Fire regulations in a working environment; * Evidence of practical application of joinery/plumbing/building/ decorating skills in a working environment; * Building trade experience in a specific area; * A flexible approach to maintenance and cleaning type tasks; * Experience of caretaking or similar role in a school environment or other large organisation. | Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview |

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|  | **Valuing Diversity -** Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | Application Form/Interview |
|  | **Customer Care** - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users | Application Form/Interview |
|  | **Developing Self and Others -** Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example | Application Form/Interview |

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| **2. Experience/Qualifications/Training etc** | | |
|  | * Dealing with multi task situations in a building environment; * Dealing with operational site issues in a building or school environment * Experience involving working to deadlines or specific contract periods; * Working knowledge of a school site or other equivalent organisation; * Knowledge of the leisure industry and managing sports facilities and related activities is a distinct advantage | Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview |

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| Note to Applicants**: Please try to show in your application form how best you meet these requirements** |

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| **Date Job Description/Person Specification prepared/updated** | July 2024 |
| **Job Description prepared by** | Ms A. Webster |
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| **Signed (postholder):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |