

JOB DESCRIPTION

| | |
|--------------------|--------------------------------|
| Job Title: | Site Supervisor |
| Reports to: | School Business Manager |
| Grade: | Grade E - SCP 9 - 15 |

JOB PURPOSE:

Under the general guidance of the Headteacher/School Business Manager contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards, including security and supervision of the site and related equipment, and other site duties including portorage, cleaning and maintenance including monitoring of contract cleaning work. The emphasis of this post will focus on site supervision, maintenance, legal safety compliance checks and DIY activities. The balance of duties will be determined by the needs of the school.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Organisation

- Ensure all areas of the school are prepared and ready for relevant use, including cleaning of specified areas and oversight of cleaning for the whole school.
- Taking responsibility for the security of the building, including opening and closing of school for ready for the school day, meetings, maintenance and emergency services.
- Being responsible for the maintenance of equipment.

Responsibilities

- Taking a lead role in day to day security of the premises.
- Reporting and arranging for repair to any structural defects, premises, plant or equipment faults or breakdowns, ensuring these are reported to the Head Teacher/ School Business Manager as appropriate.
- Ensuring housekeeping standards are monitored and, where necessary, reporting concerns to the Head Teacher/ School Business Manager as appropriate.
- Undertaking routine in house inspections, tests and maintenance as required, keeping relevant records to ensure legal compliance (i.e. legionella checks, health & safety checks etc) and report any concerns to the Head Teacher/ School Business Manager as appropriate.
- Acting as a key contact and liaison for contractors.
- Completing all activities in line with specific safety procedures reporting any concerns to the Head Teacher/ School Business Manager as appropriate.
- Be aware of, keeping up to date with and compliance with policies and procedures relating to Health, Safety and security.
- Ensure adequate and regular testing of all systems in accordance with health & safety and maintenance procedures.
- Ensure that all equipment is used in a safe manner, and any faults/incidents are dealt with and reported to the School Business Manager.

- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Ensure all maintenance rooms are kept tidy and items labelled for easy identification of equipment and resources by staff and contractors, including the Site Supervisor and Cleaner's rooms.
- Undertake Caretaking and DIY jobs as appropriate and carry out first line repairs and maintenance.

Resources

- Operating cleaning or any school provided equipment in a safe and appropriate manner.
- Ensure orderly and secure storage of cleaning equipment at all times.
- Be responsible for the provision/ordering of stock/equipment.
- Be responsible for maintenance and general up keep of the grounds.

Administration

- Maintaining correct and up to date health & safety records and premises maintenance logs.
- Ensure correct and up to date stock analysis.
- Attending the School's Health & Safety committee meetings where required.
- To identify and prioritise maintenance requirements, prepare and organise work programmes with the School Business Manager.

General

- Working as part of a team and support the role of others always contributing to the overall work of the school and if required, support other sites within the Trust.
- Undertaking personal development through training and other learning activities including performance management, as required.
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection including GDPR, reporting all concerns to an appropriate person.
- Keeping the school grounds and immediate external areas free from litter.
- To carry out any other reasonable duties requested by the Headteacher commensurate with the level of the post to support whole school development.

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements"



Education Partnership Trust

Creating outstanding schools
which transform learning, lives
and communities

specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.



PERSON SPECIFICATION

| | |
|--------------------|--------------------------------|
| Job Title: | Site Supervisor |
| Reports to: | School Business Manager |
| Grade: | Grade E - SCP 9 - 15 |

| No | CATEGORIES | Essential/ Desirable | Assessed by: | |
|---|--|-------------------------|--------------|--------------------|
| | | | App Form | Interview /Task |
| EXPERIENCE | | | | |
| 1. | Maintenance/repairs to plant and equipment | E | ✓ | |
| 2. | Site Security | E | ✓ | |
| 3. | Monitoring Cleaning standards | D | ✓ | |
| 4. | Working in a school environment | D | ✓ | |
| 5. | Budget Monitoring | D | ✓ | |
| 6. | Site supervisory | D | ✓ | |
| 7. | Undertaking routine in house inspections, tests and Maintenance | E | ✓ | |
| KNOWLEDGE, SKILLS and COMPETENCIES | | | | |
| 8. | Maintenance/DIY | E | ✓ | |
| 9. | Health & Safety | E | ✓ | |
| 10. | Cleaning methodology and chemicals | D | ✓ | |
| 11. | Fire Safety | D | ✓ | |
| 12. | Competent with general maintenance/DIY including Painting, Joinery and Repair. | E | ✓ | |
| 13. | Supervisory skills | D | ✓ | |
| 14. | Work in confidential manner | E | ✓ | |
| 15. | Excellent communications skills | E | ✓ | ✓ |
| 16. | Willingness to work extra hours, attend evening lock up. | E | ✓ | |
| 17. | Possess good organisational skills | E | ✓ | |
| 18. | Good time management | E | ✓ | |
| 19. | Site Inspection | E | ✓ | |

| | | | | |
|---------------------------|--|---|---|---|
| 20. | High levels of motivation | E | ✓ | |
| 21. | Work as part of a team and independently | E | ✓ | |
| 22. | Use own initiative | E | ✓ | |
| 23. | Ability to follow instructions, written & verbal | E | ✓ | |
| PERSONAL QUALITIES | | | | |
| 24. | Operate electrical/mechanical systems | E | ✓ | |
| 25. | Use ICT systems | E | ✓ | |
| 26. | Site Supervisor's Skill Course or Caretaking NVQ or Cleaning NVQ Level 1 / 2 or Equivalent | D | ✓ | |
| 27. | Recognised Trade Qualification | D | ✓ | |
| 28. | Full clean driving licence | D | ✓ | |
| 29. | Willingness to undertake training | E | ✓ | |
| GENERAL | | | | |
| 30. | Commitment to meeting the needs of the school community | E | ✓ | |
| 31. | Awareness of safeguarding issues | D | ✓ | ✓ |
| 32. | Able to work in a busy school environment and relate effectively to children and adults. | E | ✓ | |
| 33. | The ability to establish good professional relationships at all levels. | E | ✓ | |
| 34. | Experience of working to deadlines or specific contract periods | E | ✓ | |
| 35. | Evidence of practical application of aspects of building/grounds maintenance | E | ✓ | |



Creating outstanding schools
which transform learning, lives
and communities

Contact

Mr David Bury

School Business Manager

Phone 01254 790026

Email dbury@ept-uk.com

Website www.theheightsburnley.com/

Twitter @HeightsBurnley