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| **cid:image001.png@01CA9E6A.FD54B730** | **EDMONTON COUNTY SCHOOL** **JOB DESCRIPTION** |

**POST: Site Services Supervisor**

**RESPONSIBLE TO: Resident Head of Site Services, ultimately the Executive Headteacher**

**SCALE: SC4/5 52 weeks per year**

**Purpose: To provide under the supervision of the Resident Head of Site Services, an ongoing repair and maintenance service to the school site to include identifying and prioritising tasks to be undertaken to ensure safe and efficient environment. This will include day to day maintenance, repairs and care of fabric, fixtures and fittings of the premises and grounds. It will also include the day to day supervision of other junior members of the Site Services team.**

**To deputise for the Resident Head of Site Services his/her absence (including lettings and weekends)**

**Duties:**

To work as requested by the premises manager on tasks which could include any of the following.

1. **Cleaning**
2. Ensuring that the school grounds, premises and furnishings are cleaned to a satisfactory standard. Monitoring the performance of the cleaning direct service organisation, liaising with the cleaning site supervisor and referring problems to the headteacher.
3. Carrying out emergency cleaning measures, e.g. following storms, break-ins, vandalism, spillages, vomit and graffiti.
4. Cleaning toilet areas during school day as appropriate
5. To oversee the removal of litter from playgrounds, paths, grassed areas and shrub beds of the school.
6. To remove weeds from paved areas, playgrounds and hard surfaces.
7. **Security of premises and Site.**
8. The opening of the school premises at an appropriate time, as required, deactivating intruder alarms systems, unlocking gates and external/internal doors. Checking that the premises have not been damaged.
9. Securing the premises at the end of the day, as required. Checking that all occupants have vacated the site, ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off. Locking all secure areas, doors and gates. Activating the intruder alarm systems and ensuring the safe keeping of the keys to the premises.
10. To report acts of trespassing to the headteacher, local authority or police as appropriate.
11. To understand the schools’ fire risk assessment, evacuation policy and fire alarm system to the appropriate level of being able to establish the location of any fire call point. In addition, the ability to correctly assess the relevant areas and reset the alarm. Being able to monitor, spot and report any malfunctions to the alarm system and supervise junior members of the Site Services team
12. To be responsible for opening the site on Saturdays and supporting the schools’ lettings programme.
13. **Heating services**
14. To monitor and control the heating plant for the school using manual control when appropriate or at request of the headteacher.
15. Acquiring and updating an understanding of heating equipment to enable you to express a first line diagnosis of faults. Checking the heating plant for leaks (oil, gas, water) and the insulation of defects. Ensuring as required, that both routine maintenance and remedial work is undertaken.
16. **Supervision of staff**
17. To supervise maintenance personnel and junior members of the Site Services team.
18. To make cover arrangements for maintenance personnel absent for sickness or holiday.
19. **Porterage and general duties**
20. Remove, layout, stack and transport furniture and equipment within the school. As and when required.
21. Receive, store and distribute all stores, materials and other goods delivered to the school, making appropriate arrangements with the relevant HOD.
22. Ensuring safe pedestrian access to the site by the removal of snow, ice and leaves on paths and between buildings, spreading rock salt if necessary.
23. Complete appropriate paperwork in connection with any of the duties listed and those relating to the school lettings, including issuing accident report forms to the headteacher in the event of an accident.

The assistant site manager will have specific responsibility for the following areas:

1. **Inspection**

The assistant site manager will help to regularly inspect the school site and premises to identify the need for repairs or improvements. Some of the areas to be inspected are as follows:

1. Roof for defects, including blocked gutters a down pipes and loose or defective sections of felt or flashings (in accordance with best practice and Health & Policy).
2. Walls and ceilings for damp patches, loose panels, new or severe cracks and loose or defective fittings (in accordance with best practice and Health & Policy).
3. Facings, windows and door frames, window and doors, door closers/springs and window and door seals for defects.
4. Toilet areas for leaks.
5. Boundary fences and gates for dangerous conditions.
6. Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
7. Window fasteners and door locks/hinges/handles for defects.
8. Floor coverings for defects.
9. Taps and drinking fountains for operation and the temperature of the water. Also the operation of any warm air hand dryers and incinerators on site.
10. **Maintenance repairs and decoration**

As a result of the inspections and requests from fellow members of staff, the assistant site manager will be expected to undertake numerous maintenance, repair and decoration tasks. Some of these are detailed below:

1. Minor glazing repairs, making safe broken glass, replacing window sealant.
2. Plumbing repairs including unblocking sinks, toilets, urinals etc. And replacing tap washers. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks, where accessible.
3. Decorating, including wallpapering. This will include painting ceilings, walls, windows and woodwork in accordance with best practice and Health & Policy.
4. Minor repairs to plaster and brickwork.
5. Repairing door handles/ latches/locks and window fastenings and adjusting/ fitting doors.
6. Repairing or fitting shelving, notice boards and chalk boards. Mending tables, desks chairs etc.
7. Replacing towel and soap dispensers.
8. Replacing missing basin plugs/toilet chains. Securing and making safe toilets seats.
9. Removing/replacing damaged and hazardous floor tiles and replacing wall tiles.
10. Replacing broken coat hooks
11. Attending to curtains and blinds, including fixing tracks and taking down/recharging these for cleaning and repair in accordance with best practice and Health & Policy.
12. Winding and adjusting clocks and replacing batteries.
13. Replacing light bulbs and damaged light diffusers, cleaning diffusers and shades.
14. Turning off water supply in the event of emergencies.
15. Cleaning out gutters, downpipes and roof outlets in accordance with best practice and Health & Policy. Unblocking drains, using rods if necessary.
16. Carpet and window cleaning.