



# CUCKOO HALL ACADEMIES TRUST

## Job Description

<u>Post title:</u>	Facilities Supervisor
<u>Responsible to:</u>	Head of Facilities Management
<u>Staff responsibilities:</u>	Supervision of Facilities Officers at all CHAT locations
<u>Purpose:</u>	To assist the Head of Facilities to deliver, manage and maintain a common standard of building, grounds, facilities, site security and Health & Safety services across the CHAT portfolio
<u>Salary:</u>	£24,268.28
<u>Hours:</u>	Full time - 36 hours per week (over 52-week year)

### Duties to include: -

- a. Assist the Head of Facilities Management in being the main point of contact for all staff, external contractors, suppliers and consultants and to monitor their on-site activities including reporting any in-appropriate and/or un-safe Health & Safety practices
- b. Manage approved suppliers and contractors attending site on behalf of the Head of Facilities and liaise with the various departments including cleaning, catering, admin and teaching staff regarding the different services carried out
- c. Supervise, monitor and train all Facilities Officers based at the various CHAT locations to ensure the correct level of personnel, knowledge and skill sets are deployed at each site during required time periods
- d. Provide direction, guidance and advice to the Facilities Officers in all aspects of their daily duties including planned and re-active maintenance, emergency evacuations, safety incidents, Health & safety regulations and site security
- e. Identify and report building faults via the CHAT Help Desk system and ensure that they are all dealt with quickly and efficiently by raising the relevant work order and engaging the appropriate contractor. Undertake and delegate any minor repairs to the Facilities staff for completion within the designated set SLA time scales
- f. Line manage Facilities Officers in terms of sick leave, approval of annual leave requests and arranging for sufficient cover for all absences where necessary
- g. Assist the Head of Facilities in carrying out all the Facilities Officer's annual appraisals/PDR reviews including any requirements for work related training and refresher courses to maintain their job status
- h. Assist the Facilities Officers in all their general and specific work duties as per their current job description including the following;
  - Carrying out correct opening and closing procedures of individual school buildings and main gates as per the agreed times
  - Checking premises on a regular basis for damage, slips/trip/fall hazards and general housekeeping issues and arranging for them to be resolved using the correct procedures in place

- Ensuring that all work is undertaken safely and in accordance with the current Health & Safety regulations
- Be available for out of hours call outs to provide building access for emergency services following any incident situations as they arise
- Provide correct level of Facilities cover for the letting of different spaces/facilities at individual premises during non-school hours
- Carry out general cleaning, repairs and maintenance on a daily basis and as a result of any emergency situation as they occur
- Carry out general portering duties including relocation and transportation of various types of furniture, packages and heavy objects to and from locations
- Carry out grounds maintenance duties such as grass cutting, weeding and general repairs to all the external areas within each school outdoor areas
- Assist contractors in providing access to high level, confined and Health & Safety risk areas within each CHAT building
- Undertake instructions from the Head of Facilities, Head Teachers and other Department Heads to maintain the effective day to day operation of the premises
- To be assigned to work at different locations throughout the CHAT portfolio

### Person Specification

<b>Qualifications and other required experience and skills</b>	<b>Essential</b>	<b>Desirable</b>
Supervisory skills an advantage with strong inter-personal skills.		<b>X</b>
Good customer focus	<b>X</b>	
Flexible approach with ability to adapt to change	<b>X</b>	
Experience of managing or supporting facilities lettings		<b>X</b>
PC literate	<b>X</b>	
Strong written and verbal communication skills	<b>X</b>	
Strong level of numeracy	<b>X</b>	
Effective personal organization skills	<b>X</b>	
Inclusive and collaborative approach	<b>X</b>	