**Job Description: Site Supervisor/Premises Officer**

**Reports to:** Facilities Manager

**Start date:** August 2018

**Salary:**  C. £19000

**The Role**

To work under the direction of the Facilities Manager to ensure the academy us open and closed on time, kept secure and to provide visitors to the academy with a positive first impression.

To Assist the Facilities Manager in ensuring the building, both internally and externally, and grounds are maintained to a high standard so that pupils and staff can work in it effectively and safely ensuring compliance with legislation and guidance as it relates to this post.

To ensure that rooms are set up, clean and safe for lettings and other events and the buildings and grounds are secured at the end.

To act as a key holder, Fire Marshall, and first aider.

The ideal candidate will be willing to work on a rotating shift pattern between the hours of

7am-7pm on Week nights and the occasional Saturday shift if and when required

Alongside the other members of the premises team, manage the daily operations in the absence of the Premises manager

**Responsibilities**

**Buildings and grounds maintenance**

* To set up classrooms, assembly halls, dining areas, sports halls as required for teaching, assemblies, performances, open days, examinations
* To report any mistreatment or vandalism of the school’s buildings to the Premises Manager and/or Facilities Manager.
* To deliver goods i.e. deliveries, paper, resources around the academy as required
* To undertake minor DIY type tasks such as, plumbing and carpentry around the school buildings and grounds
* To clean up spillages and bodily fluids
* To mow, trim, and maintain the schools gardens and grassed areas as required.
* To as requested by the Premises Manager/Facilities Manager search for products or service contractors in catalogues or online
* To carry out any other premises related duty instructed by the Premises Manager and/or Facilities Manager

**Security**

* To work alongside the Facilities Manager to ensure cover for all agreed academy opening hours which will include early morning, evening and weekend use as part of a rotating shift pattern.
* When required act as the onsite responsible person for the buildings and grounds
* To work with the Facilities Manager in ensuring the general security of the buildings and grounds, making sure all windows are closed securely and doors are shut, locked securely in the main academy building and out buildings
* To ensure that all reasonable steps have been taken to prevent trespassing on the grounds.
* To Ensure that goods in are offloaded into the deliveries bay and delivering to the required location at the earliest convenience, and to liaise with the finance team regarding deliveries when required

**Health and Safety**

* To work with the Facilities Manager to ensure compliance with health and safety legislation and guidance so far as it relates to this post
* To work with the Facilities manager in conducting routine inspections and keeping records, such as weekly water temp readings, and fire alarm testing.
* To undertake training for the role, such as legionnaire awareness, fire safety, manual handling, working at height
* To use practical skills to make safe any hazards onsite
* To ensure the correct storage and usage of hazardous substances

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*