# The Ecclesbourne School

*Job Description*

**Post Title:** Assistant Site Supervisor

**Responsible to**: Facilities Manager

###### Responsible for: Any staff who may be assigned to the post

**Salary:** Scale 3, Point 14 (£167871 per annum) plus additional payment for weekend work.

**Hours:** This is a full-time, 52 weeks position. Core hours will total 37 hours per week which will consist of daytime, evenings, weekends and school holiday periods. It is anticipated that your core hours will be worked as follows:

Monday to Friday, shift based either, 6.10am – 2.10pm with 30 minutes break or 2pm – 10pm with 30 minutes break.

At least one weekend per month on call which may include opening/closing the school as necessary.

Be able to respond immediately to emergency call-outs (usually from the alarm company or police) on a 24-hour basis (a minimum of one week per month on a rota basis).

**You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.**

**Apart from the duties summarized in your job description, we retain the right to include other reasonable duties which are part of, and incidental, to this type of work.**

As you are aware, any post working within a School includes substantial access to young people and *all* appointments are subject to an enhanced Criminal Record Bureau check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check every three years.

**Specific Duties (to include):**

To agree a work schedule with the Facilities Manager that includes amongst others:

* To be responsible for cleaning at any time when required including spillages, breakages etc. when necessary.
* To prepare rooms for examinations, displays or events and return to original arrangement.
* To be responsible for setting up and cleaning dining halls and any associated cleaning of floors.
* To be responsible for refilling towel, soap and toilet paper dispensers and for the positioning of sanibins when delivered from contractors as necessary.
* To hold delegated responsibility for site security involving locking up, lettings and being on the police list of key holders, attending during closure hours as requested.
* Assist with the Portable Appliance Testing under the guidance of the Site Supervisor. Training will be available.
* To be responsible for the stripping/resealing and polishing of floors during the school holidays.
* To assist in the care of and drive the School mini-buses as required.
* To be responsible for minor maintenance tasks including decorating. (No electrical work other than plugs, fuses/wiring and replacement of bulbs, unless trained and competent. In particular lighting systems should be checked weekly, replacing tubes, bulbs, diffusers etc. where necessary.)
* To be responsible for litter clearance, leaf clearance and snow clearance and gritting, according to season including refuse disposal. Concrete pavements, footpaths and paved areas should be kept clean and swept regularly.
* To be responsible for the upkeep of all flower, shrub beds and ornamental areas. (Weed control, fertiliser and other care operations as necessary.)
* To be responsible for the mowing of grassed areas and cutting of hedges/trees not covered by the Grounds Contract.
* To be responsible for maintenance of the multi-use games area.
* To be responsible for the care and maintenance of all associated equipment.
* To assist with porterage as required including AVA equipment and parcels.
* To be expected to be on the lettings rotation to provide cover during weekends.
* To be prepared to inspect sewage system and carry out minor unblockages.

Sign……………………………..………………………..

Print Name…………………………………………………………

Date.............................................................................

**Other Duties:**

* 1. To positively promote the good name of the School and actively support its aims.
  2. To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School’s own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
  3. To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder’s individual or shared use in the performance of his/her duties including computer equipment.
  4. To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
  5. To support the examination process of the School in any way necessary, including invigilation duties.

6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

Apart from the duties summarized in your job description, we retain the right to include other reasonable duties which are part of, and incidental, to this type of work. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

Sign……………………………..………………………………………..

Print Name……………………………………………………………….

Date............................................................................................................



# The Ecclesbourne School

*Person Specification*

*ASSISTANT SITE SUPERVISOR*

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| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS** | **Personal:** enthusiastic, self-motivated, optimistic, hard-working, honest and a strong sense of humour  **Information Technology:** confident in the use of word-processing, spreadsheets and/or databases or willing to learn.  Hold a full driving licence.  Hold a category D1 licence or be prepared to undertake training for.  Ability to maintain an appropriate professional distance and uphold school’s policies on Safeguarding and Behaviour and Discipline. |  |
| **KNOWLEDGE AND EXPERIENCE** | Experience of a similar type of role. | Knowledge/experience of:   * Building trades * Building services - boilers, heating, lighting, sewage, plumbing. * Organising and negotiating contracts. * Recognised time serviced in the building trade or experienced as a facilities manager.   Good general knowledge of current issues in secondary education. |
| **QUALIFICATIONS** | Commitment to continuing professional development. | Recent attendance on courses of professional studies relevant to this position. |
| **OTHER** | Physically fit and emotionally robust; in sympathy with the aims and ethos of the school; committed to the philosophy of continuous improvement and a ‘No-Blame’ Culture.  Ability to work flexible hours, after 10.00pm to meet school needs, e.g. letting and alarm issues.  Ability to assist in ensuring the school complies with Health and Safety requirements  Ability to adhere to the school’s Health & Safety policy.  Ability to note and report on matters affecting H&S requirements  Ability to carry out testing and inspections of equipment as required and keep accurate records.  Physical effort is necessary with working at heights, use of equipment (bending, moving, handling, lifting) subject to appropriate working from heights and manual handling requirements.  Lone working will be necessary.  Willingness and ability to manage own time and take full responsibility for work. |  |

Sign……………………………..………………………………………..

Print Name……………………………………………………………….

Date............................................................................................................