

Job Title:	Caretaker/Site Supervisor
Location:	Newham
Contract type:	Permanent
Contract term:	Full time – 37 hours per week
Salary:	£21,757 - £26,391
Job start:	ASAP

## Core Purpose:

We are seeking to employ a Site Supervisor to manage our facilities in the delivery of the engineering and technical curriculum. You will have a central responsibility for the following:

- To take ownership of the delivery of high quality, customer focussed site management functions.
- The point of contact for all site management matters in support of the Chief Financial Officer (CFO) for the college.
- Supporting all day to day activities either internal or external, managing the maintenance, cleaning, security, heating etc.
- Ensuring statutory compliance, the health & safety of the site and the grounds, satisfactory performance and completion of planned and preventative maintenance, cyclical programme and other programmes of furniture, equipment and construction work.
- The coordination of the security of the site and emergency cover as and when required.
- You are a highly valued member of the college support team and shall make a positive contribution to the ethos of the college, providing a high quality professional site management service.

## Key Responsibilities:

- To promote a safe and fit for purpose premises for pupils, staff, visitors and volunteers to complete their day to day activities.

## Repairs and Maintenance

1. To be responsible for the maintenance and upkeep of the premises, the buildings (including their non-curricular contents), and the grounds.
2. To monitor and review all premises contracts and services; and to be the client monitoring officer in relation to contracts, ensuring that contract specification is achieved, and that any errors or omissions are rectified.
3. To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating, water and other services on the premises, and to ensure safe levels of lighting, heating and ventilation are maintained.
4. To carry out a wide range of handyman duties using various skills e.g. carpentry, plumbing, glazing, painting, decorating, etc.
5. To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas.
6. To undertake emergency and planned repairs & maintenance.
7. To keep records of all work undertaken on-site and to regularly report to CFO on status and performance.
8. To review and assess RAMS (Risk Assessments & Method Statements) for all works to be conducted by contractors and ensure they are suitable before allowing any work to take place.
9. To monitor and respond to the schools facilities helpdesk/service desk ensuring all service requests are responded to within agreed SLAs and all resolutions are logged in a timely manner.

## Cleaning & Portering

10. To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff and to be responsible for emergency cleaning.
11. To liaise with the cleaning contractor on any cleaning issues.
12. To advise on and undertake/ manage arrangements for cleaning not in the contract as directed.
13. To provide portering services ensuring the schools day to day activities proceed as expected.
14. To set up/down rooms for exams, other functions and certain classes as required.

## Security

15. To be responsible for the overall security arrangements of the premises including periodic reviews of site security and to consult with the police, assigned key-holding service (if any), with UEL's Security Services and others on measures to improve security.
16. To ensure the safe and secure opening and closing of the college at the start and end of the day.
17. To maintain an effective key holding system throughout the year for the college and to arrange for access to the site by authorised persons when required.
18. To maintain effective links with other stakeholders using the college's facilities, i.e. managers of community lettings, breakfast and after-school clubs.
19. To brief new members of staff regarding security arrangements to ensure that all stakeholders are aware of college policies, guidelines and procedures on security, Health & Safety, and the use of the alarm and CCTV systems.
20. To maintain and manage access control systems, CCTV and physical security systems on site.

## Fire, Health & Safety

21. To be responsible for maintaining the premises in a safe and healthy condition, and that all operations comply with relevant legislation including the Health & Safety at Work Act 1974 within delegated authority under the direction of the Chief Financial Officer for the college. The operations include the maintenance of fire, safety, first aid and emergency equipment, as well as the safe storage of potentially harmful materials.
22. To maintain safe storage of potentially harmful material according to COSHH regulations.
23. To be responsible for first aid arrangements and point of contact for out of hours use of the college.
24. To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.
25. To be responsible for reading and distributing the appropriate local and national advice given to schools on Health & Safety issues and recommending appropriate action.
26. To complete daily, weekly and termly fire inspections and other Health & Safety checks and risk assessments.
27. To receive premises advice from appropriate local and national bodies and undertake action as required.
28. To undertake written risk assessments as necessary, including the Fire Risk Assessment.

## Lettings

29. To ensure that appropriate arrangements are made and records maintained for authorised users of the site facilities and buildings.
30. To manage and operate systems of staff cover for lettings and other out-of-hours usage of the premises.

## Building/ Remodelling Works

31. In conjunction with the Chief Financial Officer for the college, deal with contractors and consultants on all aspects of the building works, ensuring the ongoing efficient and effective premises management and upkeep of the site.
32. To assist in the preparation and progress of new equipment/ furniture orders and deliveries to meet the college's ambitious premises development plans.

## Management, Administration and Finance

33. To work on your own initiative, particularly during school holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site, and to prioritise the daily workload.
34. To be responsible for a budget and the ordering of stock, checking of invoices, monitoring of budgets, preparation of estimates and stock checks, within the roles authority remit.
35. To understand and adhere to the schools financial regulations.
36. To use computerised systems in accordance with agreed procedures.
37. To ensure adequate site cover for the premises at all times.
38. To provide cover for reception and telephone lines where required, and conduct other administrative tasks as may be required from time to time to support the wider school.

## Other

39. Such other duties, within the competence of the postholder, which may be required reasonably from time to time.

## Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

## Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

## Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

## Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

Work-life balance is important and LDE UTC offers a generous holiday entitlement of 28 days per year (plus bank holidays). This full time post is 37 hours per week, however these hours will need to be split in order to meet the service requirements of the school. The willingness and ability to work flexible hours is a requirement of the post.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

## How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) or posted to:

Brooke O'Callaghan  
London Design & Engineering UTC  
Docklands Campus  
15 University Way  
London E16 2RD

## Timings

The closing date for applications is 12:00pm on Wednesday 6<sup>th</sup> November 2017.

Candidates are welcome to contact LDE UTC for an informal discussion with Dave Watherston, CFO by booking an appointment through Brooke O'Callaghan, Principal's PA. You can contact Brooke on 02030197333 or via email at [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk).

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

## Commencement

The post will commence ASAP.