



## Job Description

<b>Post title</b>	Site Supervisor
<b>Academy</b>	Haberdashers' Aske's Borough Academy
<b>Grade</b>	Support Staff Band 5 Point 20 - 22
<b>Responsible to</b>	Vice Principal

### Summary of the overall purpose of the job

The Site Supervisor will be responsible for the provision of a high quality, professional facilities service to staff, students and visitors to Haberdashers Aske's Borough Academy.

You will support the school in ensuring the highest standards of business ethos within the facilities function of the school and strategically ensuring the most effective use of resources in support of the school's learning objectives.

### Key responsibilities and objectives of the job

#### General

- To assist the school in planning and managing change in accordance with the school development/strategic plan
- To assist with effective financial resource management

#### Customer Service

- Provide first point of contact assistance for visitors, students and staff
- Ensure that repairs and maintenance works are undertaken promptly and effectively and entered on to the Computer Aided Maintenance System (CAFM)
- Respond to all customer enquiries in a timely manner; clearly communicating general information
- Overall responsibility for the monitoring and recording of visitor access and maintaining security awareness
- Overall responsibility for temporary building access cards to visitors and maintain accurate information to ensure information can be tracked.
- Contribute to the continuous improvement of service delivery and internal processes
- Be the emergency call out representative for the site
- Ensure site is secure for students, staff and contractors

#### Planning/Contract Maintenance

- Scheduling of re-planned maintenance
- Manage the facility inspections to identify any maintenance related issues
- Manage classroom audit inspections prior to the start of term
- Implement and maintain office supplies ordering processes
- Monitor building condition and report all maintenance requests
- Implement the operational security policies and procedures in line with best practice

- Management of contractors on site
- Undertake routine inspections of the site including daily maintenance checks
- All hard and soft services including cleaning, security and mechanical/electrical/building maintenance
- Calculating and compiling costs for required goods and services
- Liaising with estate landlords and local authorities
- Responsible for a call-out system for emergencies, security and alarm-related call-outs
- Preparing documents to put out tenders for contractors
- Project management and supervising and coordinating work of contractors
- Calculating and comparing costs for required goods or services to achieve maximum value for money

#### **People and Resource Management**

- Monitor the deployment of facilities and cleaning staff, external contractors and service providers to ensure best value and service is achieved
- Manage allocated budgets and ensure regular reporting requirements are met
- Continually seek to improve resourcing options and achieve efficiencies by maintaining quality but driving down costs
- Monitor the productivity and quality of work of team members, taking any necessary action to ensure adherence to deadlines and high quality service is achieved
- Ensure appropriate response and action is taken to mitigate estate down time
- Manage and lead change to ensure minimum disruption to core activities
- Manage the relationship with outsourced vendors such as maintenance, pest-control, and service contractors
- Updating/improving departmental procedural documentation and ensuring that this is kept up to date
- Management Information Systems & ICT

#### **Regulatory Compliance**

- Monitor and review building systems, processes and methods of operation to ensure a safe and healthy environment is maintained and that all statutory requirements are met and logs maintained

#### **Site Management**

- Ensure that site safety is paramount to all operations carried out under their control
- Respond appropriately to emergencies or urgent issues as they arise
- Lead and conduct the procurement of relevant resources for specified works
- Plan for future development in line with strategic business objectives
- Manage and lead change to ensure minimum disruption to core activities
- Direct, coordinate and plan essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling
- Ensure the building meets health and safety requirements and that facilities comply with legislation
- Plan best allocation and utilisation of space and resources for new buildings, or re-organising current premises
- Check that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies
- Coordinate and lead one or more teams to cover various areas of responsibility
- Use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;

- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences

#### **Stakeholder Management**

- Build and maintain strong relationships with all key internal and external stakeholders

#### **Health and Safety**

- Hold personal accountability in avoiding action that could threaten the health or safety of themselves, other employees, students or members of the public
- In conjunction with Assistant Business Manager, ensure that HAF Health and Safety policies and procedures are properly and fully complied with and that all work by and within the campus is carried out in accordance with good Health and Safety practices
- Co-ordinate and ensure compliance with all Health and Safety, first aid and fire procedures
- Coordinate all routine health and safety matters reported or noted and ensure that they are rectified or recorded promptly, prioritised and actioned and/or submitted to the relevant manager for action
- Ensure that adequate numbers of staff within the building are trained in fire prevention/awareness and firefighting techniques, that sufficient numbers of fire evacuation officers and fire wardens are appointed, and that emergency drills are undertaken e.g. fire drills
- Carry out Risk Assessments, spot checks and on-site contractor supervision as required or requested by the Assistant Business Manager
- Check the Fire Alarm panel daily for faults and resolve any problems immediately with the Assistant Business Manager
- Ensure that weekly fire alarm tests and periodic building evacuation exercises are carried out and recorded in accordance with the Health and Safety policy; take any follow-up action necessary through the external monitoring service or Fire Alarm contractor as necessary
- In the event of Fire Alarm activation during working hours, to be point of contact with the Fire Service and to brief and / or escort them on arrival.
- Be First Aid trained, deal with any first aid matters and liaise with emergency services; ensure that all accidents, incidents or “near misses” are properly recorded and that first aid supplies and boxes are maintained to adequate levels
- Fire safety procedures and compliance

#### **General responsibilities and objectives**

- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College’s commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College’s safeguarding policies.

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

JD Agreed: June 2019

## Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
<b>Education/qualification and training</b>			
Will hold a relevant Health and Safety qualification e.g IOSH		✓	AP,I,
A project management qualification		✓	AP,I
<b>Experience</b>			
Will have a strong commitment to personal and professional development	✓		AP,I,
Will be a skilled time manger and effective prioritiser of work.	✓		
Will be able to demonstrate a passion and enthusiasm for education	✓		AP,I,
Will have in-depth knowledge of how schools function	✓		AP,I,
Ability to multi task and remain cool under pressure	✓		
Experience of working with sites, site staff and on building projects in an education environment.	✓		
Ability to delegate responsibility with accountability	✓		AP, I,
<b>Personal characteristics/other requirements</b>			
Will have the ability and manage a varied workload; ability to organise work, prioritise tasks, make decisions and manage time effectively	✓		AP,I,R
Will demonstrate high-level communication and literacy skills	✓		AP, AS,I, R
Is able to communicate with the whole spectrum of staff and governors in a diplomatic and, when appropriate, jargon free manner	✓		AP,I, R
Is a 'can do' person who works flexibly, positively and collaboratively	✓		AP, I, R

Will be able to demonstrate professionalism of the highest order	✓		AS,I,R
Will demonstrate the ability to lead and work within teams	✓		AP,AS,I, R
Is committed to introducing a range of innovative and forward-thinking strategies	✓		AS,I,R
Commitment to safeguarding and promoting the welfare of children and young people	✓		AP,AS,I,R