

Site Supervisor - Job Description

- **Full time, permanent position**
 - **Grade: SO1 Points 23 - 25 (£33,351.00 - £34, 341.00)**
 - **All year round – Working hours 8am – 4pm 36 hours per week. 30 minutes unpaid lunch break.**
 - **23 days annual leave plus bank holidays.**
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General Principles

The Site Manager will have oversight of:

- a) Cleaning Team
- b) Contractors on site
- c) Site premises staff

The Site Manager is responsible for ensuring that the premises and grounds of the school is maintained at the highest possible level of cleanliness and appearance. The Site Manager will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.

To be a fully participating member of the School Community, and support the children and staff of the school in events and activities within and outside the school as appropriate.

Like all members of staff to be a model for the children of good relationships, attitudes and behaviour.

The Site Manager is responsible either for personally carrying out the duties below, or to liaise with the line manager regarding major works. This will include line management of the Assistant Caretaker and any other premises staff appointed including managing the cleaning contract.

Health and Safety

1. Take the lead role (although the head teacher has overall responsibility) in the implementation and maintenance of all statutory and Trust health and safety requirements including: ensuring appropriate health and safety inspections are carried out and the outcomes recorded (this may be through appropriate delegation), for example:
 - i. organising fire drills and reviewing the procedures,
 - ii. monitoring the testing of all firefighting equipment,
 - iii. monitoring the logging of fire alarm tests, and ensuring any defects are rectified,
 - iv. ensuring that all escape routes are kept free from obstruction
 - v. Monitoring the safe storage of combustible materials, dangerous substances and equipment.
 - vi. Monitoring the logging of intruder alarm, and ensuring any defects are rectified
2. Keep up to date with health and safety legislation as it affects schools.
3. Keep up to date with the Trust policies and guidelines.
4. Ensure that all staff in each school take every step necessary to comply with health and safety and report all accidents.
5. To take all reasonably practicable steps to prevent accidents, e.g. prompt removal of snow, notification of wet floors.
6. To devise, agree, communicate and implement (possibly through the training of relevant staff) risk assessments.

Supervision of contractors

1. General: ensure that existing contracts are carried out in accordance with their specifications, and take effective action when they fall short of such specifications.
2. Formulate new specifications as required
3. Contact appropriate contractors to request estimates etc. and maintain appropriate paperwork
4. Liaise with contractors working on site
5. Ensure that all contractors maintain the standard dictated by the appropriate specification, including all the health and safety considerations
6. Take effective action to follow up incomplete work or defaults
7. Monitor contractors' work and recommend payment of contractors' invoices when the work has been satisfactorily completed.
8. To ensure a high level of grounds maintenance either directly or through appropriate contractors.
9. Contractors' work and recommend payment of contractors' invoices when the work has been satisfactorily completed.

Administration

1. Provide a working knowledge of basic legislation, including health and safety, as it applies to school premises
2. Compile data and submit premises related returns to the local authority
3. Be responsible for the preparation of premises related projects and related funding bids as agreed with the head teacher and governing body.
4. Submission of a schedule to show planned working time for the premises staff at least two weeks in advance
5. Submission of monitoring reports, including meter readings
6. As appropriate provide a report on a contractor's failure to comply with the appropriate specification (if requested in writing) and after recommendation and consultation take appropriate action
7. Raise and follow up works orders
8. To monitor the procurement of COSHH assessments, the maintenance of the COSHH register and ensure that all relevant staff are made aware of their responsibilities under H&S legislations
9. To be responsible for agreed delegated budgets, which may include Building & Repairs, Cleaning, Furniture, Refuse, Energy and others as appropriate
10. Maintain and update the asset register.
11. Be responsible for the preparation of premises related projects and related funding bids (including Condition Improvement Fund bids) as agreed with the head teacher. Ensure all accounting and monitoring reports are submitted by due deadlines.

Services

1. To ensure the efficient management of the heating systems in the school. This will include the operation of the boilers and associated plant and routing maintenance
2. To be responsible for the most efficient operation of lighting, plumbing and other services
3. Replace fluorescent tubes, bulbs, shades, diffusers, starters as required using appropriate access equipment
4. Support the schools in finding other sources of energy, including renewable energy.
5. Implement and monitor records of energy and water usage and act if usage varies
6. Ensure / monitor the routine checks of services or systems (burglar alarms, CCTV, fire alarm systems etc.)
7. Implement Replacement of the school fluorescent tubes, around the school as project to new LED as model required using appropriate government legislation.

Repairs and Maintenance

1. To identify through regular inspection and through notification by other staff, work that needs to be undertaken. Ensure the preparation and execution of a rolling maintenance programme.
2. Undertake / delegate all reasonable basic repair and maintenance requirements
3. Identify and take steps to rectify any problems connected with the school's effectiveness.
4. Maintain accurate records and costs of maintenance required.
5. Undertake best value monitoring of all services for the school

Cleaning

1. Line manage the school's team of cleaners, ensuring effective deployment and quality of work.
2. Manage the cover of any absences within the agreed budget for cleaning staff.
3. Manage the cleaning budget for basic cleaning materials and equipment.
4. The cleaning duties of the site supervisor will include:
 - Emergency spillages, flood, sickness during the day
 - High level areas during school closure using appropriate equipment
 - Removal of graffiti where possible (or arrange for removal)
 - Replenishment of toilet areas
 - Regular sweeping of external hard surface areas
 - Emptying of litter bins and removal of rubbish and litter
 - Prevention and/or removal of infestation by vermin.

Security

1. As the first key holder all aspects of security of the building, its grounds and its contents including fixtures and fittings, the operation of fire and burglar alarms are the responsibility of the site supervisor.
2. This includes opening and closing the school, securing all windows, doors and gates and arming and disarming the alarm system.
3. The Site Supervisor will maintain and monitor security of the whole site during the school day
4. Also advise on levels of security and, if appropriate, how they may be improved.
5. The site supervisor will respond to any out of hours emergencies at appropriate rates of pay.
6. The site supervisor will control key and fob distribution for access to the school.

Porterage

The Site Supervisor will handle deliveries and moving furniture and equipment according to reasonable school requirements. This will be in accordance with the principles of Kinetic Handling and where appropriate using mechanical aids.

ICT

- Manage the relationship with the Trust ICT Team to ensure maintenance of the school's hardware, software and network systems
- Troubleshoot problems and provide direct solutions where appropriate or raise requests for support from the ICT Team

- Work with the Head and the ICT Team to advise on and help implement agreed developments and improvements to the school's ICT infrastructure, including formulation of new specifications in line with Best Value requirements as required.
- Maintain an accurate records and costs of any software licence and the expiry date.

Lettings

These duties will be carried out by the Site Supervisor or the Site Supervisor will oversee the work of another employee to carry out these duties.

- Prepare the required accommodation in accordance with Lettings agreements
- Supervise security and remain on site throughout the letting.
- Clean and secure the premises on completion of the letting

Training and Development

- Undertake training courses to develop relevant skills.
- Attend Health and Safety courses to keep up to date with legislation.
- Participate fully in the schools' performance management systems.

Equal Opportunities

Understand and act in accordance with equal opportunities policies in the school and the Trust.

Other

Undertake such duties which are commensurate with the general level of the post that might reasonably be required by the head teachers or the governing bodies.

Job/Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Experience in a similar role, preferably in a school environment 	<ul style="list-style-type: none"> • Experience of DIY, building and maintenance projects, preferably in a school environment • Have knowledge of C.O.S.H.H. (Control of Substances Hazardous to Health 1988)
<p>Qualifications:</p> <ul style="list-style-type: none"> • GCSEs or equivalent in English and Maths 	<ul style="list-style-type: none"> • First Aid Certificate • Accredited Health and Safety training
<p>Skills and Competencies:</p> <ul style="list-style-type: none"> • Have strong oral and written communication skills • Willingness to undertake induction training • Willingness to participate in ongoing training relating to the role • Willingness to gain first aid certificate (if applicable) • Knowledge and use of moving and handling procedures including for heavy objects 	<p>Assessed via:</p> <p>Application form</p> <p>Interview</p> <p>Application form/interview</p> <p>Application form</p>

<ul style="list-style-type: none"> • Ability to work as part of a team • Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff • Ability to work to deadlines • Ability to work on own initiative • Ability to undertake general building maintenance and minor repairs • Ability to demonstrate a practical approach to problem solving • Ability to respond calmly to emergencies • Ability to undertake visual risk assessments of equipment and premises • Experience of undertaking general cleaning and caretaking duties 	<p>Interview</p> <p>Interview</p> <p>Tasks</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Tasks</p> <p>Tasks</p> <p>Application / Interview</p>
<p>Personal characteristics</p> <ul style="list-style-type: none"> • Capacity to work very hard under pressure • Adaptable to change • Approachable • Committed • Empathetic • Enthusiastic • Organised • Patient • Resilient • Determined • Sense of humour 	<p>Assessed via:</p> <p>Interview</p>