



Job Description: Premises Supervisor

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| Salary: | BCC Grade 3 (Points 9-22) |
| Working Pattern: | Full Time- All year round (36.5 hours per week) |
| Contract type: | Permanent |
| Reporting to: | Trust Director of Estates |
| Location: | All Schools within the Trust |

Main purpose

As Premises Supervisor, you will be responsible for the supervision of the overall provision of repairs including building and grounds maintenance of the trust's schools under the direction of the Director of Estates. You will work to ensure the highest quality of site maintenance and service.

You will support management and operations of premises-related functions at the academies including security, cleaning, health and safety, lettings of our facilities and contractors.

Duties and responsibilities

Health, Safety and Security

- Ensure that all work carried out by you and those you supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements (particularly Working at Height regulations).
- Work with the Director of Estates to ensure cover for all agreed Academy opening hours, which may include evening and weekend use across all academies within the trust.
- To be responsible for the supervision of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log and emergency lighting log.
- Assist with maintaining risk assessments and management plans ensuring that they are up to date and comply with any action plans to rectify any deficiencies identified.
- Report and make safe any hazards on site (internal and external, reporting these to the Director of Estates).
- Responsible for the security of the site and checks of the buildings including the operation of security alarms and to respond as the first point of contact for out of hours calls.
- To be experienced to interoperate the standards of Control of Substances Hazardous to Health (COSHH).

Buildings and Grounds Maintenance

- Be responsible for the efficient and effective running of the trust's buildings including organising grounds maintenance as directed by the Director of Estates.



- Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance
- Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
- To ensure that all refuse is disposed of promptly and in accordance with legislation
- To undertake general maintenance and remedial works in-house, calling on contractors if required and Reporting any defects of buildings, furniture, fittings and equipment to the Director of Estates.
- To work with the cleaning team to ensure that all areas of the building are clean and ready for use as required.
- To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors and the bursar to ensure access to appropriate cleaning and catering areas.

Lettings

- To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. Governing Body, teaching staff, hirers, center managers of recreation and community services department and contractor's representatives).
- Under the direction of the Director of Estates, ensure that the facilities being hired are prepared and set out for hire in accordance with the hire agreement and that the area is clear and clean ready for Academy use afterwards.

Other areas of responsibility

- Individuals have a responsibility for ensuring the safeguarding of the welfare of children on the site along with the academic staff.
- Ensure compliance with the Trusts' data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- To undertake appropriate professional development including adhering to the principle of enhanced training as and when it is available or legislation changes.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Director of Estates.



Person Specification: Premises Supervisor

Qualifications and training

- GCSE at grade C or above (equiv) Maths and English
- COSHH experience (desirable)
- Relevant health and safety qualifications or willingness to undergo training as required

Knowledge, Skills and Experience

- Experience of building maintenance, or relevant experience, ideally within an educational setting
- Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations)
- Ability to monitor the work of others (e.g. contractors and cleaners)
- Ability to use computer and undertake administrative tasks
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing desirable
- Must be able to meet the physical demands of the role

Behaviours

- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check