



## **Bentley Wood High School Assistant Site Supervisor (H5)**

### **JOB DESCRIPTION**

#### **JOB PURPOSE**

To maintain and manage the school buildings, grounds and facilities

#### **REPORTING**

The post holder will report to the Site Supervisor/School Operations Manager

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Health and Safety – ensure that all H&S regulations and policies are followed and that all work carried out is mindful of H&S legislation. Attend H&S meetings as requested.
- Safeguarding- be vigilant at all times regarding safeguarding students and staff. Maintain a visible presence during lets, being vigilant around the site. Use the school's CCTV system, following the school's policy, to identify possible security or safety issues supporting the school's safeguarding procedures.
- Ensure every room has up to date details of the emergency evacuation procedure, and the plan illustrating the optimum route to take.
- Assist in the undertaking of the Health and Safety risk assessment of the premises and site related tasks (training will be provided), and follow up.
- As directed by the Site Supervisor, record daily/weekly/monthly checks according to policy.
- Assist with the management of the cleaning staff – follow up on standards and also carry out some cleaning tasks. Check toilet paper and soap dispensers are maintained during the school day and during lets.
- Cleaning and hygiene – ensure that standards of cleanliness and hygiene are maintained throughout the premises, that stocks are replenished as necessary, that all cleaning materials are stored and utilised in accordance with COSHH and county regulations, ensure that graffiti and litter are removed asap and that whiteboards are cleaned during half terms.
- Maintenance of buildings – in liaison with the Site Supervisor help to implement the annual maintenance plan, supervise contractors on site, respond promptly to repairs and maintenance issues from staff as they arise.



- Maintenance of grounds – monitor the contractors when on site, ensure site is litter free, emptying bins and clearing leaves. Ensure access to the school is maintained and clearing the school site in adverse weather.
- Maintenance of furniture, fittings and equipment – ensure that all furniture, fittings and equipment is regularly checked and repaired as necessary and that rooms are appropriately equipped with furniture and equipment
- Follow the agreed repair programme – includes undertaking DIY tasks such as erecting shelves, general repairs to doors, painting and decorating tasks and using carpentry skills to undertake larger projects when needed.
- Work flexible hours, as agreed with the Site Supervisor, to cover the working day from 06:30 to 20:00, as well as lets outside of school hours and weekends.
- Security of site and buildings – ensure that the buildings are opened and locked securely at appropriate times including for hirers and lettings. Ensure that the site is safe and ready for use when opening, ensure that all heaters, lights and gas controls are turned off at night, that the external lighting is functioning, respond to fire and security alarms, and that fire extinguishers and other fire-fighting equipment is in place and checked regularly. Undertake key holder duties as required.
- Porterage – ensure that deliveries of equipment, furniture and materials are dealt with promptly and undertake porterage of equipment, furniture and materials within the premises
- Prepare for events such as parents evenings, examinations, school functions and other special events (including lets).
- Assist with lettings – work with the Site Supervisor to ensure that the school is opened and locked up before and after any lettings and that any support is given to hirers. Monitor those using the site to ensure that the school's Health & Safety policy and procedures are adhered to.
- Take responsibility for the Fire Log and its upkeep of information
- Assume responsibility for the maintenance, cleanliness and upkeep of the minibus.
- Be willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
- Use and monitor a range of systems including but not limited to; CCTV, Access Control for building
- Contact contractors for quotes as directed and raise authorised orders on electronic system
- Commitment to the school's Equal Opportunities & Safeguarding Policies.



#### **Other duties:**

- Maintain confidentiality at all times in respect of school related information and matters
- Undertake any other reasonable duties of a similar level and responsibility as may be required
- Support the school in fulfilling its aims and vision
- Attend training courses as appropriate to position and need
- Attend meetings as requested
- Participate in the Performance Management system as requested

#### **PERSON SPECIFICATION**

- Ability to be flexible and adaptable. Able to respond to any emergent need.
- Ability to communicate orally and in writing with people of all levels.
- Willingness to develop own expertise
- Knowledge of Health & Safety regulations
- Ability to use all resources available to provide the most effective solutions
- Excellent team player
- Good use of ICT in range of IT programmes
- Excellent use of time management and good organisation skills
- Ability to work on own initiative
- Ability to maintain confidentiality and discretion at all times
- Ability to provide a high level of service to all staff and students
- Willing to take responsibility and be accountable
- Reliable, trustworthy and honest
- Highly motivated and industrious
- Ability to be alert and observant for maintaining a safe environment.
- Be willing to undertake first aid training
- Be willing and suitably qualified (full and clean driving license and over the age of 21) to learn to drive the school minibus and undertake MIDAS training.

**September 2019**