

## JOB DESCRIPTION

<b>Job title:</b>	<b>Site Supervisor</b>
<b>Reporting to:</b>	Business Operations Manager
<b>Level of Supervision:</b>	Left to work within school guidelines subject to scrutiny by line manager
<b>Hours:</b>	36.5 hours a week, full time
<b>Grade:</b>	Band B pt 12 £28,598 – pt 23 £34,434

*This role is subject to formal evaluation under the BCC Equal Pay Programme job evaluation process*

### MISSION

To enable all young people to have the skills, knowledge and experiences to lead meaningful and enjoyable lives, and optimise lifelong opportunities.

### VISION

We will have an enhanced recognition as a **centre for excellent practice** of autism, training and supporting others.

We will be **integrating with the wider community** to enhance lifelong learning for students with autism both locally and beyond.

### 1. Job Purpose

#### To work alongside other members of the site team

- 1.1 To ensure standards are maintained for the overall provision of security, janitorial and cleaning services at the three school sites, as part of the site team
- 1.2 To be responsible for the management of the repairs and maintenance of the three school sites, as part of the site team
- 1.3 To monitor the work of external contractors
- 1.4 To ensure that any transport for which the school has responsibility is maintained and safe for use

### 2. Key Responsibilities

- 2.1 Be responsible for the efficient and effective running of the sites, including organising grounds maintenance as directed by the Business Operations Manager.
- 2.2 Working alongside other site staff, to be responsible for the security of the sites and checks of the school buildings outside school hours, including the operation of security alarms, and to ensure that information about any changes to security arrangements are communicated to the out of hours keyholder company.
- 2.3 Dependent on shift, to be responsible for ensuring that the buildings are open at the commencement of the morning shift or to ensure they have been secured at the end

of the day, including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors and the office to ensure access to appropriate cleaning and catering areas.

- 2.4 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- 2.5 To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening (on rota – shared with other site staff).
- 2.6 Where applicable in consultation with your line manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 2.7 To assist, when required, implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open.
- 2.8 Ensure that the appropriate materials and equipment on the sites are available and ensuring the equipment receives correct repair and maintenance
- 2.9 To be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- 2.10 Carry out general portering duties for the establishment, within health and safety guidelines
- 2.11 Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all wastepaper receptacles, including recycling bins, are emptied regularly.
- 2.12 Ensure toilets are adequately stocked with toilet requisites and that they have been cleaned to agreed standards.
- 2.13 To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH) – to complete COSHH assessments as directed.
- 2.14 Regular checks to ensure fire alarms and all firefighting equipment, CCTV and shutters are in working order at the school sites.
- 2.15 Weekly checks to ensure that the school vehicles are in working order, have the relevant supplies and are left clean and tidy.
- 2.16 Make main pathways safe after snow/frost by cleaning/salting as appropriate at all sites as part of beginning/end of day routines.
- 2.17 To liaise with users of the building as directed, to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. Governing Body, teaching staff, hirers, centre managers of recreation and community services department and contractor's representatives).
- 2.18 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.

- 2.19 To carry out regular electrical testing in accordance with regulators (operational).
- 2.20 Keep drain grids clean and free from debris and other litter on a daily basis.
- 2.21 To report any obvious deficiencies in the heating system as a matter of urgency,
- 2.22 Ensure that all work carried out by themselves or any contractors under their supervision 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).
- 2.23 Where shift systems are not in operation to carry out lettings in accordance with the Hire of Rooms Regulations, and in accordance with the lettings agreement. Where agreed, to be in attendance on site during the course of the letting, giving appropriate assistance to the hirer, and ensuring that lettings are conducted in an orderly manner.
- 2.24 Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works.
- 2.25 Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more and to ensure that records are updated to reflect this.
- 2.26 To be responsible for the collection of litter from grassed and landscaped areas
- 2.27 To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log and emergency lighting log.
- 2.28 To liaise with your line manager regularly regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects

**All staff at Uffculme:**

- 1. have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2. ensure their tasks are carried out with due regard to Health and Safety
- 3. participate in appropriate professional development including adhering to the principle of performance management.
- 4. adhere to the ethos of the school
- 5. promote the agreed vision and aims of the school
- 6. set an example of personal integrity and professionalism
- 7. attend appropriate staff meetings and parents evenings across all three sites
- 8. carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed by role holder:

Date:

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	A good standard of education to include evidence of qualifications in English and Maths	AF/C/T
	Relevant qualifications to the post desirable	AF/C
	Driving licence (desirable)	AF/C
<b>Experience</b> Relevant work and other experience	Relevant experience	AF/I
	Previous experience of supervising contractors or similar	AF/I
	Previous experience in a school	AF/I
	Previous experience obtaining costings for site works and being able to recommend best value	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	Ability to undertake basic administrative tasks	AF/I
	Knowledge of COSHH	AF/I
	Ability to undertake a range of maintenance tasks	AF/I
	Good interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to communicate clearly	AF/I
	Ability to prioritise own workload and that of cleaning and contracted staff, as appropriate	AF/I
	Ability to work on own initiative and make decisions	AF/I
	Ability to work under pressure	AF/I
	Ability to develop good working relationships with staff, pupils, visitors and all users of the school site	AF/I

	Ability to work without supervision	AF/I
	Able to drive (desirable)	AF/I
<b>Training</b>	Evidence of training undertaken	AF/C
	Willingness to undertake further training as appropriate	AF/I
<b>Other</b>	Ability to undertake manual work and to perform tasks included in the job description	AF/I
	Availability for call-out duties (e.g. to respond to alarms)	AF/I
	Willingness to wear protective clothing as supplied	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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Signed by postholder:

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Name:

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Date:

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