

<b>School</b>	<b>GREENHILL PRIMARY SCHOOL</b>
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<b>Post Title</b> Site Supervisor	<b>GRADE</b> C1	<b>JE Ref</b> SS 001
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<b>Post(s) to which directly responsible</b> Business Manager
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<b>Post(s) for which directly responsible</b> Cleaning staff
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<p><b>Purpose of job</b></p> <p>Support the Headteacher/Business manager by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site.</p>
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<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage specialist premises function</li> <li>• Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson</li> <li>• Allocation and monitoring of work</li> <li>• Operate as part of management team, involved in planning, budget responsibilities</li> <li>• Lead on discrete areas within an agreed system of supervision</li> <li>• Manage maintenance, security and facilities systems on school sites and premises</li> <li>• Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking/cleaning staff and contractors</li> <li>• Arrange for regular security checks to be undertaken and advise on how security risks can be minimised</li> <li>• Manage fire safety equipment provision and scheduling of fire drills</li> <li>• Manage provision of alarm systems, CCTV or surveillance equipment where appropriate</li> <li>• Liaise with police, security and surveillance contractors</li> <li>• Oversee the activities of external contractors on-site and monitor and report on associated budgets</li> <li>• Make arrangements for effective response to emergency call out</li> <li>• Arrange service and maintenance tenders</li> <li>• Manage routine maintenance, repair schedules and specialist repairs</li> <li>• Supervise maintenance contractors and undertake regular site inspections</li> <li>• Identify defects and record repair and maintenance requirements</li> <li>• Ensure that heating and lighting systems are maintained and operated</li> <li>• Provide emergency access to the school site</li> <li>• Undertake specialist cleaning tasks.</li> <li>• Coordinate deliveries to the school site</li> <li>• Monitor performance of service contractors and record performance against specified standards.</li> <li>• Undertake budget monitoring &amp; prepare costed plans for repairs/maintenance and building</li> </ul>
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activities as required

- Commission the maintenance and upkeep of specialist sports equipment
- Take a lead role in planning, development and organisation of systems/procedures/policies
- Manage records, information and data, producing analysis and reports
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
- Promote and ensure the health and safety of pupils, staff & visitors at all times
- Be responsible for ensuring the maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide highly specialist advice and guidance as required
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Management and supervision of lettings including premises, lettings and associated income, building and projects etc.
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures
- Manage a team of in-house site and cleaning support staff
- Liaise with outside contractors such as cleaning, catering and grounds maintenance
- Take a lead role in recruiting site and cleaning staff & in managing associated employment procedures
- Liaise between Business manager, Headteacher, support staff, and governors
- Attend all appropriate meetings e.g., Site and Buildings or Health & Safety Committee, as instructed by the Headteacher/Business manager
- Hold regular team meetings with managed staff
- Represent managed support staff at teaching staff/management/other appropriate meetings
- Undertake induction/appraisal/training/mentoring for other staff
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Prepare specifications for contracts for tender
- To undertake any other duties that are commensurate with the post

### **Relationships**

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

### **Physical Conditions**

The post is currently based at Greenhill Primary School

This school is a single storey building and has access by stairs and ramps.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

### **Economic conditions**

Grade:	C1
Annual Leave:	24 days per annum plus 5 days pa for 5 years local government service, plus 8 statutory holidays, pro rata for part time working.
Hours:	37 hours per week

### **Prospects**

#### **Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

#### **Training**

The school encourages training both "in-house" and external to meet the needs of the individual and of the service.

**Job Description Prepared / Reviewed by:**

**Claire Barraclough – Admin assistant**

**Date: 04/10/22**

**Job Description Approved by:**

**Matt Dawson - Headteacher**

**Date: 04/10/22**

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to organise, motivate and manage a team.	✓		A I
Ability to relate to people both in person and on the telephone	✓		A I
Ability to use ICT effectively	✓		A I
Ability to deal with day-to-day issues on own initiative	✓		A I
Ability to move heavy furniture	✓		A I
To possess DIY skills	✓		A I
Ability to relate well to children and adults	✓		A I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Awareness and understanding of basic safety and security measures	✓		A I
Working knowledge of relevant polices/codes of practice/legislation	✓		A I
Knowledge of health and safety procedures and precautions	✓		A I
Knowledge of COSHH regulations	✓		A I
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	✓		A I
Awareness of health and hygiene procedures	✓		A I
Knowledge of moving and handling procedures	✓		A I
Participate in development and training opportunities	✓		A I
Knowledge of basic fire regulation requirements		✓	A I
Knowledge of using mechanical cleaning equipment		✓	A I

EXPERIENCE	Ess	Des	MOA
Experience of managing a team	✓		A I
Handyperson experience	✓		A I
Caretaking/site-keeping experience in a school or similar environment	✓		A I
Experience of working within a cleaning environment		✓	A I
Experience of organising work tasks and duties to meet appropriate service standards e.g., in terms of timeliness, accuracy and customer care		✓	A I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	✓		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	✓		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	✓		I
An ability to respect sensitive and confidential work.	✓		I
Commitment to own personal development and learning.	✓		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate