

# JOB DESCRIPTION

## Estates and Facilities Supervisor

<b>REPORTS TO:</b>	Headteacher
<b>PAYSCALE:</b>	Band 4 (Mid) (Point 19 – 24) (£33,433 to £36,042 per annum) within the RDA scale.
<b>LOCATION</b>	Royal Docks Academy
<b>TERMS:</b>	37 hours per week, 52 weeks per year
<b>CONTRACT:</b>	Permanent, Full Time

### PURPOSE OF THE JOB

- To ensure the smooth running of the Teaching & Learning environment by maintaining the premises, facilities, safety, and equipment to a consistently high standard.
- To be the positive link between own team, school senior leadership and the estate management team.

### Liaison with:

- The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

This list is not exhaustive, but includes:

### **Responsible for the Estate & Facilities Management which includes:**

1. Ensuring the school building(s) and environment is maintained and kept fit for purpose at all times.
2. The school estates and its grounds are maintained to high standards at all times.
3. Ensuring that school's plant(s) and infrastructure is maintained and kept fit for purpose at all times.
4. Implementation of the reactive, planned and cyclical maintenance regimes for the school's estate and facilities.
5. Premises health and safety, statutory compliance and the best industry practices are implemented and kept to a high standard at all times.
6. Ensuring the premises are safe and secure at all times (a member of the school's key holding team).
7. Ensuring that the school cleaning provision (including window cleaning) is set and kept to high standards at all times.
8. Lead on Minor works.
9. Line manage the caretaking and cleaning team(s).
10. Key contact for the schools for logging and managing the requests on Estate & Facilities Helpdesk and, support the Helpdesk in completing the requests in an appropriate manner.
11. Developing self and team(s).
12. To abide by the Trust's Policies, Guidance, and the School's local protocols.

### **Support the school senior leadership team and central Estate & Facilities team in:**

1. Day to day running of the school's educational facilities and lettings.
2. Maintaining the educational & play equipment.
3. Risk management.
4. Define the hub / school level, workable protocols for maintenance and compliance.
5. Catering provision.
6. Procurement and contractor management.
7. Utilities and communications infrastructure.
8. Asset & Fabric management.
9. Recruitment as relevant.

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

### **Other specific duties**

- To continue personal development as agreed
- To assist with the carrying out of risk assessments as appropriate
- To actively engage in the performance review process
- To undertake any other duty as specified by the Headteacher not mentioned above
- To comply with the schools Health & Safety policy and undertake risk assessments as appropriate

- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty
- To be aware of the responsibilities of all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and to ensure that any suspected data loss or theft is reported immediately, as directed

#### **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

## Person Specification – Estates and Facilities Supervisor

		Essential	Desirable
<b>Qualifications &amp; Documentation</b>	<ul style="list-style-type: none"> <li>• Basic general education</li> <li>• Health and safety qualification</li> <li>• Enhanced DBS and validated references</li> <li>• Eligibility to work in the UK</li> <li>• Recognised Trade qualification for Premises / Estate management</li> <li>• Qualification in First Aid</li> <li>• Qualified in Fire Safety (or similar specialism)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Demonstrable Experience of</b>	<ul style="list-style-type: none"> <li>• Working in a school and or a complex environment</li> <li>• Working in a building maintenance and or similar role</li> <li>• Key holding duties</li> <li>• Active involvement in participation and or development of local procedures for premises related emergencies</li> <li>• Assisting on project management and contractor coordination</li> <li>• Assisting and or managing premises health and safety</li> <li>• Dealing with a multi-disciplinary teams</li> <li>• Assisting and or managing the lunch covers, dining provision – work along the catering manager</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Estate &amp; Facilities related Health and Safety</li> <li>• Workable knowledge of Microsoft Word and Outlook</li> <li>• Understanding of safeguarding requirements</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy/ICT skills</li> <li>• Excellent communication skills (verbal and written)</li> <li>• Good organisational skills</li> <li>• A problem solver</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work proactively and independently</li> <li>• Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities</li> <li>• Ability to perform the physical (manual handling) task required by the post</li> <li>• Ability to adhere to the School's (Trust's) policies and procedures</li> <li>• Ability to remain calm under pressure</li> <li>• Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional working attitude</li> <li>• Shows initiative and demonstrates a 'can do' approach</li> <li>• Flexible and adaptive approach to work</li> <li>• Reliable and trustworthy</li> <li>• Committed to safeguarding children</li> <li>• Committed to equal opportunities</li> <li>• Commitment to the overall success of the school and Trust</li> <li>• Proactive, enthusiastic, optimistic and innovative.</li> <li>• Emotionally intelligent and self-aware</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
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