



# **BLEAN PRIMARY SCHOOL**

## **JOB DESCRIPTION –**

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Job Family: **Premises Support**

Job Title: **SITE Supervisor**

Grade: KR5 or KR6 depending on Experience

Reports to: **School Business Manager/Site Operations Manager**

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### **Summary of Job:**

Be responsible for the security, caretaking, cleaning and general maintenance needs of the school

### **Outline of Main Duties:**

- Maintain security of the site ie opening and closing of the premises (including times for lettings). Act as a designated key holder with the Site Operations Manager, providing out of hours and emergency access to the school site. Attend to all contractors visiting or working on site, to ensure a safe environment and liaising with the line manager.
- Assist Site Operations Manager in Procuring quotes for routine maintenance work on school premises, including arranging emergency repairs.
- Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained.
- Supervise the cleaners to ensure that they carry out their tasks in general cleaning ie buffing wooden floors, cleaning toilets and maintaining a tidy environment.
- Clean some parts of the establishment ie School Hall and Studio. Cover for any cleaner's absence ie dusting, vacuuming, cleaning toilets, emptying bins, etc, to ensure a tidy environment is maintained. Spot clean bodily fluids as required. Maintain adequate supplies of cleaning materials and supplies.

- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, watering plants and willow dome etc. If required grass cutting and maintenance, including upkeep of the astro turf, to maintain a clean and tidy environment.
- Complete training courses to comply with Health and Safety, Fire Regulations and other County Policies.
- Identify and undertake daily and seasonal maintenance of the site and equipment, inside and out, as required including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning and repairing wheelchairs to ensure a safe environment.
- Monitor and maintain the boiler system, take monthly meter readings to ensure the system is kept running on a day to day basis, to meet the needs of the site and that the appropriate invoices are received.
- Help to maintain adequate supplies of cleaning materials eg light bulbs, batteries, salt, etc, re-ordering when needed, to meet the establishment's needs.
- Assist in managing all routine safety checks around the site, to include fire safety including emergency lighting, risk assessments and legionella maintenance to ensure safety of all people on the school site.
- Assist to monitor letting arrangements and liaise with the School Business Manager to ensure invoices are correct before passing them on for payment.
- Provide a first point of contact for all deliveries, checking off delivery notes, moving items to an appropriate area to keep passageways clear and hazard free.
- Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
- In the absence of the Site Operations Manager escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
- In the absence to the Site Operations Manager you will be required to cover his or her duties
- Assist in overseeing onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Liaise with the Site Operations Manager and Business Manager on priorities of maintenance and improvement work to ensure the work is carried out in order of priority.

- Comply and be responsible for Health & Safety, Fire Regulations and other County policies. Maintain Legionella Water Hygiene records, ladder checks, fire records to comply with Health and Safety Requirements.
- Maintain risk assessments to comply with statutory requirements.
- Liaise and work closely with Site Operations Manager and School Business Manager to ensure all site requirements are met.
- Assist the Site Operations Manager and the School Business Manager to ensure all assets are recorded and that the Asset Register is kept up to date.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Individuals in this role may also undertake some or all of the following:

1. Periodic cleaning of designated areas of the school building and grounds according to instructions or staff absence.
2. Assist with the maintenance of specialised equipment following training.
3. Undertake lettings and carry out associated tasks, in line with local agreements.
4. Act as a designated key holder, providing emergency access to the school site.
5. Act as school contact in relation to premises related contractors.
6. Organise testing for asbestos and other health and safety procedures.

## Person Specification: Site Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2 Diploma (or equivalent) and proficient technical and practical skills.
<b>EXPERIENCE</b>	Previous relevant experience
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance</li><li>• Knowledge of client groups, work groups and the working environment</li><li>• Ability to organise and prioritise own workload and that of others when required</li><li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant</li><li>• Ability to maintain accurate and timely records as required by the role e.g. cash returns, client diaries, contractors' schedules, etc.</li><li>• Ability to solve basic problems and to identify those that should be referred to a supervisor</li><li>• Ability to understand information and liaise with others accordingly</li><li>• Has written and numeric skills in order to complete more detailed records and reports</li><li>• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li><li>• Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc.</li><li>• Ability to communicate using information technology as required for the role</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of minor maintenance and repair.</li><li>• Knowledge of how own job fits into the activity and role of the area/site</li><li>• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none"><li>- Manual handling;</li><li>- safe use of machinery and/or equipment;</li><li>- COSHH ;</li></ul></li></ul>

	<ul style="list-style-type: none"><li>- First Aid and Hygiene Practice;</li><li>- lone working procedures and responsibilities</li><li>• Able to recognise and to deal with emergency situations</li><li>• Will need to undertake training to keep knowledge up to date</li></ul>
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