# **JOB DESCRIPTION**

## Job Title: Superintendent Level 1

## School:

## Pay Range: B1

**Responsible to:**

**Responsible for: Cleaners, Facilities Assistants**

## Role:

Under the instruction/guidance of appropriate senior staff provide maintenance and security services on school sites and premises

**Duties:**

Security

1. Lock/unlock school buildings and areas
2. Undertake regular security checks and identify security risks
3. Monitor fire safety equipment and carry out fire drills
4. Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
5. Monitor CCTV or surveillance equipment where appropriate
6. Liaise with police, security and surveillance contractors
7. Undertake lettings and carry out associated clerical tasks
8. Provide emergency access to the school site

**Maintenance**

1. Undertake appropriate repairs e.g. redecorating and fixing
2. Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
3. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
4. To organise and carry out minor decoration programme as agreed with the headteacher
5. To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
6. To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
7. Operation and maintenance of heating plant and lighting systems
8. To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
9. Undertake regular site inspections and identify and record repair and maintenance requirements
10. Identify defects and record repair and maintenance requirements
11. Collect and assemble waste for removal
12. Undertake emergency and specialist cleaning tasks
13. Undertake cleaning duties such as graffiti removal, litter-picking
14. Provide emergency access to the school site
15. Coordinate deliveries to the school site
16. Monitor performance of contracts and record performance against specified standards
17. Liaise with contractors and undertake client role in connection with premises-related contracts
18. Co-ordinate work of cleaning staff
19. Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
20. Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
21. Maintain swimming pool and other specialist sports equipment after specialist training

**Resources**

1. To advise the headteacher on matters relating to energy control and conservation
2. Contribute to planning, development and organisation of systems/procedures/policies
3. Be responsible for maintaining records, information and data, producing analysis and reports as required

##### Create and maintain a purposeful, orderly and productive working environment

1. Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials

# To assist in safety audits of the premises and contribute to relevant risk assessment activity

##### Promote and ensure the health and safety of pupils, staff and visitors (in a accordance with appropriate health and safety legislation) at all times

**Supervision and organisation**

##### Demonstrate and assist in the safe and effective use of specialist equipment/materials.

##### The banking of cash on behalf of the school, such duties to include the transportation of cash from the school to the banking agent and visa versa, The deposit of cash and when requested by the Headteacher the withdrawal of cash.

##### Provide specialist advice and guidance as required

1. Portering duties e.g. delivering mail, moving furniture and equipment
2. Assisting in management, administration and operation of lettings system
3. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
4. Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
5. Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher
6. Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate
7. Liaise with line manager and attend meetings as required

**Responsibilities**

1. Comply with health and safety policies and procedures at all times
2. Promote and ensure the health and safety of pupils (staff and visitors)\* at all times
3. 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
4. Contribute to the overall ethos/work/aims of the school
5. Appreciate and support the role of other professionals
6. Attend and participate in relevant meetings as required
7. Participate in training and other learning activities and performance development as required
8. Ensure health and safety policies and procedures are complied with at all times
9. Treat all users of the school with courtesy and consideration
10. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

All duties outlined are within the provisions of the Local Agreement for Superintendents.

## Any Special Conditions of Service:

## There is a requirement to submit to an enhanced Criminal Records Bureau background check. There will be a need to work outside of school hours and off school premises, as required by the school. No smoking policy.

# **PERSON SPECIFICATION**

**Job Title: Superintendent Level 1**

**School:**

**Pay Range: B1**

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| **Essential Criteria** | **How Identified** | **Desirable Criteria** | How identified |
| **SKILLS**  Ability to work as part of a team  Ability to relate to people both in person and on the telephone  Ability to deal with day to day issues on own initiative  Ability to move heavy furniture  To possess basic DIY skills  Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all | Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process |  |  |
| **EXPERIENCE**  Experience of working as part of a team  Handyperson experience  Caretaking/site-keeping experience in a school or similar environment | Application form and selection process  Application form and selection process  Application form and selection process | Experience of working within a cleaning environment | Application form and selection process |
| **KNOWLEDGE and UNDERSTANDING**  Awareness and understanding of basic safety and security measures  Working knowledge of relevant polices/codes of practice/legislation  Knowledge of Health and Safety procedures and precautions  Knowledge of COSHH regulations  Awareness of health and hygiene procedures  Knowledge of moving and handling procedures | Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process | Knowledge of basic fire regulation requirements  Knowledge of using mechanical cleaning equipment | Application form and selection process  Application form and selection process |
| **QUALIFICATIONS/**  **TRAINING**  Participate in development and training opportunities | Application form and selection process |  |  |
| **OTHER CONDITIONS** | Enhanced CRB clearance |  |  |