

Job Description

Post Title:	Site Supervisor II
Job Ref No:	1976 – Grade F
Responsible to:	(Headteacher, Site Supervisor, School Business Manager)
Responsible for:	Premises Support Staff

Purpose of Job

To ensure that all internal and external areas of the premises are clean, well maintained and secure and janitorial tasks are carried out by self and/or cleaning staff with the appropriate resources and equipment in a safe and efficient manner.

To carry out semi-skilled building repairs and maintenance tasks using hand and power tools necessary to repair, decorate and install fixtures and fittings as required.

Manage, or organise and supervise a moderately sized team of site staff and cleaning staff on site and organise and supervise external contractors on site.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

Job Context

The job holder will be based in a large school (predominantly secondary school) that are more complex sites.

The job holder will make sure the premises are locked and unlocked at the appropriate times, checking security and report an deal with any faults or damage to property, ensuring the utility services are operational (heating, lighting and electrical supply), and ensuring that cleaning is carried out to all areas including toilets and are well-stocked with essentials.

The job holder will also carry out minor semi-skilled building repair and maintenance tasks using hand and power tools. Using a greater range of DIY skills may be a larger part of the job.

The job holder will supervise and monitor the work carried out by the cleaning staff .

The job holder may arrange and/or manage lettings.

Accountabilities

- Plan and carry out semi-skilled DIY maintenance and building work using a wide range of tools and equipment so that buildings, fixtures and fittings are safe to use and in good working condition. This may include installing and refitting cupboards, doors and wall boards.
- Monitor the condition of the building, heating system, alarms and other utility functions as required and report on any faults or damages that need immediate or longer term attention to the Head Teacher/line manager so that the building support infrastructure remains sustainable.

- Carry out fire alarm testing and risk assessments for all site staff and contractors and provide a report on matters needing attention.
- Organise and supervise the work carried out by premises support staff to ensure that the premises remain safe, clean and tidy at all times, ensuring designated internal and external areas are tidy and in good order or good repair using appropriate equipment, materials and resources, and waste is disposed of appropriately and in accordance with recycling policies.
- Supervise and monitor the work carried out on site by contractors to ensure it complies with the contract and meets the required standards for health and safety.
- Ensure health and safety policies are followed in terms of hazards and exits and entrances kept clear for the safe use and passage of all users. Set out and move furniture and equipment as directed by the line manager or teaching staff so that they can deliver teaching and activities.
- Secure the premises, locking and unlocking doors, windows and gates as necessary to open and close the premises for daily operation, including lettings if appropriate.
- Monitor stock and maintain consumables such as soap dispensers, toilet rolls, paper towels etc and report or re-order stock as necessary to ensure an adequate supply.
- Receive and manage deliveries to the premises, ensuring they are moved and stored in an efficient and safe manner and that doorways and corridors remain unobstructed.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Additional Requirements

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Attained the basic level of secondary education and be literate and numerate. 	<ul style="list-style-type: none"> ◆ Trade qualification ◆ IOSH/H&S qualification ◆ First Aid training qualification ◆ NVQ 2 or equivalent qualification
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Evidence of DIY maintenance skills and training in Health and Safety Assessments. Skills required include plumbing, glazing, painting and decorating, basic vehicle checks, carpentry, paving and fitting carpets. ◆ Able to work unsupervised and be able to supervise others. ◆ Ability to prioritise work ◆ Able to use own initiative ◆ Ability to carry out health and safety checks and maintain relevant records. ◆ Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions ◆ Ability to follow and comply with instructions on equipment and/or materials usage ◆ Knowledge of fire safety legislation ◆ Computer literate, good ICT skills 	<ul style="list-style-type: none"> ◆ Experience of managing COSHH ◆ Experience of caretaking or premises management
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Good communication skills 	<ul style="list-style-type: none"> ◆ Positive outlook

LEARNING AND FLOURISHING TOGETHER



	<ul style="list-style-type: none"> ◆ Willingness to participate in development and training opportunities ◆ Willing to work outside of normal hours if required. ◆ Punctual, reliable and trustworthy 	<ul style="list-style-type: none"> ◆ Good sense of humour.
Physical	<ul style="list-style-type: none"> ◆ Ability to lift and carry items ◆ Ability to work at heights ◆ Must be able to meet the physical demands of the role. 	