

## **JOB DESCRIPTION**

<b>POST:</b>	Site Supervisor
<b>GRADE:</b>	Grade E
<b>RESPONSIBLE TO:</b>	Business & HR Manager
<b>STAFF MANAGED:</b>	Caretakers
<b>JOB PURPOSE:</b>	<p>Responsible for the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Business Manager to ensure a secure, safe and hygienic environment for all building users.</p> <p>To organise and direct all premises staff, ensuring high standards of cleanliness and safety within the school</p>
<b>JOB CONTEXT:</b>	<p>The site team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school to provide a safe environment. The Trust policies guide the way that the site is maintained and the site teams work closely with the Trust Facilities Manager to support and oversee the schedule of works.</p> <p>The post is subject to some disagreeable working conditions as the post is required outside in bad weather, work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• Responsible for ensuring the security of the building and site, undertaking daily security checks,</li> <li>• Act as a designated key holder, providing response to emergency calls out of hours</li> <li>• Locking and unlocking of buildings at pre-determined times for lettings</li> <li>• To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.</li> <li>• Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture &amp; equipment on site</li> <li>• To support maintenance of the building and undertake minor repairs (not requiring a contractor) of a range of equipment and buildings</li> <li>• To operate and check all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel</li> </ul>

	<p>supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.</p> <ul style="list-style-type: none"> <li>• Arrange emergency repairs as agreed with the Business Manager and deal with problems as they arise</li> <li>• To be responsible for asbestos checks and maintenance within the school</li> <li>• Procure quotes for routine maintenance work on school premises as agreed with the Business Manager</li> <li>• Arrange regular maintenance and safety checks</li> <li>• Plan and supervise the maintenance schedule</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff within the school.</li> <li>• Liaise with contractors on the site and check clearances</li> <li>• Liaise with the Business Manager to keep the school aware of work being undertaken and to discuss any concerns and to escalate any significant concerns.</li> <li>• Provides advice and on the job training on health &amp; safety procedures to the other site staff</li> </ul>
<b>Resource management and Buildings and Infrastructure</b>	<ul style="list-style-type: none"> <li>• Line manage the caretaking staff within the school, including induction, training, coordination of work and performance management</li> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Raise purchase orders, stock control and store cleaning and caretaking equipment and products safely and securely</li> <li>• Carry out regular health &amp; safety checks on buildings and equipment to identify faults/hazards</li> <li>• Supervise the work of contractors on site, checking that work is completed on time to the agree standard and that they have the required permits to work on site</li> <li>• Contributes to the monitoring of the premises budget, working with the school senior administration team</li> <li>• Handles small amounts of petty cash for purchasing materials to carry out repairs</li> <li>• Contributes to the monitoring of the premises budget</li> <li>• Maintain &amp; update the Trust Compliance software, Every.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> <li>• Keep and maintain maintenance schedules and health &amp; safety records</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or</li> </ul>

	<p>managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</p> <ul style="list-style-type: none"> <li>• To work with colleagues and others to lead on health, safety and welfare within the working environment.</li> <li>• Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> <li>• To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment.</li> <li>• To undertake the operation and periodic checking of the fire alarm system</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>

## PERSON SPECIFICATION

### Site Manager

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of health and safety procedures and regulations, e.g. COSHH</li> <li>• Good literacy and numeracy skills</li> <li>• Ability to use tools for making minor repairs</li> <li>• Knowledge of moving and handling procedures</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of undertaking general cleaning and caretaking duties</li> <li>• Experience of carrying out repairs and maintaining equipment</li> <li>• Line Management experience</li> <li>• Experience of working as part of a team</li> <li>• Experience of operating premises-related mechanical, electrical, heating and water systems and other plant</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of day-to-day management of a site</li> <li>• Experience of supervising contractors</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Problem solving and planning skills</li> <li>• Ability to use own initiative</li> <li>• Self motivated</li> <li>• Punctuality</li> <li>• Flexible approach</li> <li>• Attention to detail</li> <li>• Ability to manage time effectively to complete tasks to a high level.</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Good verbal communication skills</li> <li>• ICT skills</li> <li>• Ability to lead and motivate a team of staff</li> </ul>	
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Craft qualification e.g joinery, electrical</li> <li>• NVQ level 3 education or equivalent level of experience in order to gain the necessary skills</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Ability to carry out general caretaking and cleaning duties as detailed in the Job Description.</li> <li>• Ability and availability to work outside of core hours</li> <li>• Enhanced DBS clearance</li> </ul>	