

JOB DESCRIPTION

POST:	Site Supervisor
GRADE:	Grade E
RESPONSIBLE TO:	Business Manager
STAFF MANAGED:	Cleaning/premise staff on school sites
JOB PURPOSE:	<p>To play a key role in maintaining 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 within the school.</p>
JOB CONTEXT:	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises are safe.</p> <p>The Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Issues	<ul style="list-style-type: none"> • To ensure the security of the building and site, undertaking daily security checks • Act as a designated key holder, providing response to emergency calls • Locking and unlocking of buildings at pre-determined times • 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 e.g. snow • Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site • To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings • To assist with cleaning duties as required • Collect and assemble waste for collection • To monitor the operation of 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 supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation • To undertake the operation and periodic checking of the fire alarm system, legionella and asbestos control checks • 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
---------------------------	---

	<ul style="list-style-type: none"> • Arrange emergency repairs and deal with problems as they arise
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school • Liaise with contractors on the site and check clearances
Resource management or Buildings and Infrastructure	<ul style="list-style-type: none"> • Line Manages the cleaning and caretaking staff within the school, including recruitment, induction, training, coordination of work and performance management • To participate in the training and development and performance management processes within the school • Store equipment and products safely and securely • Carry out inspections on buildings to identify faults/hazards • Supervise the work of contractors on site • Responsible use of account cards for purchasing materials to carry out repairs • Order, stock control and store cleaning and caretaking equipment and products safely and securely
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
Equalities	<ul style="list-style-type: none"> • 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 • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • The 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 Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • 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 • 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
Date of Issue:	July 2024

PERSON SPECIFICATION

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