



JOB DESCRIPTION



Post Title: Site Supervisor / Caretaker

Responsible to: Officer Manager and Head teacher

Salary Scale: Grade E, point 4 - £18,933 (FTE)

52 weeks a year

25 days holiday

Hours: 20 per week

4 hours a day

07.00-09.00 - Can be flexible.

16.00-18.00

Primary Job Function

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes:

- Security
- Cleanliness
- Porterage
- Monitoring contracts/contractors
- Routine maintenance and refurbishment
- Minor repairs
- Advising the Office Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management
- Carry out pre-planned maintenance programmes
- Complete cycle of health and safety checks, completing records
- Undertake training to keep up-to-date with current health and safety guidance

General Responsibilities

- To understand and support the culture, ethos, policies and aims of the school
- To understand and adhere to safeguarding principles and practices in the school
- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety of the site
- To undertake repairs and DIY projects
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning staff and liaise with the Office Manager to ensure a clean, tidy and well maintained school environment

Specific Responsibilities

PREMISES MANAGEMENT

- To monitor the day to day maintenance, repair and cleaning of the school
- To attend the *Governors' Committee* meetings, as and when appropriate
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To assist the *Office Manager / Head teacher* to prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To instruct and supervise the gardening contractor ensuring the school grounds are maintained to a high standard
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard

SECURITY

- To be responsible for the security of the premises, liaising with Security (Magtec and BT Alarms) / Police and other emergency services in this respect as necessary
- To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the *Office Manager / Head teacher* on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs

GENERAL SITE DUTIES

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall floor is kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that the milk is collected and stored correctly
- To undertake window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To perform the summer cleaning of the chairs and tables in the hall
- To carry out emergency cleaning if required

HEALTH & SAFETY

- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

ADMINISTRATION

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the Office Manager
- To maintain a log of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist the Office Manager with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the Office Manager
- To report team members absence to the Office Manager

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

Agreement

It is expected that the job description will be reviewed as part of our Performance Management Programme and may be amended by mutual agreement between the post holder and the Head Teacher.

Post holder Declaration

Name:		
Signed:	Post holder:	Head teacher:
Date:		



Site Supervisor/Caretaker

PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

Attributes	Essential	Desirable
1. Qualifications		<ul style="list-style-type: none"> - Hold recognised training / qualifications associated with premises management
2. Experience	<ul style="list-style-type: none"> - Significant experience or skills in a trade - The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc - Risk Assessment experience / qualification - Competent at basic building repairs and maintenance - To be able to use small industrial, electrical and mechanical equipment - Staff management experience 	<ul style="list-style-type: none"> - The ability to operate and understand electrical/mechanical systems
3. Ability, Skills, Knowledge	<ul style="list-style-type: none"> - Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post - Good communication skills - Sound planning and negotiating skills - Ability to manage own time effectively and demonstrate initiative, including establishing priorities - Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests - Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school - Ability to manage people directly and indirectly - Ability to adapt to changing and conflicting demands - Ability to be flexible and work as part of a team or individually as required 	<ul style="list-style-type: none"> - Excellent numeracy and literacy skills - Good IT skills - Ability to gather information and problem solve - Ability to contribute to the life of the school - Sense of humour!
4. Safeguarding	<ul style="list-style-type: none"> - St James Infant and Pre-School is committed to safeguarding and promoting the welfare of children and all staff must demonstrate this commitment. An enhanced DBS check is required for all successful applicants - Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely 	

	<ul style="list-style-type: none">- Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies- Ability to demonstrate an understanding of children	
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NOTE:

- The Recruitment Team are advised to focus on determining whether the candidates meet the requirements in relation to the broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing all the various aspects of the interview process.
- The Recruitment Team may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.