**Job Description for Assistant Site Supervisor**

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| **Name:** | **Starting Date: ASAP** |
| **Salary Grade:**  – Grade E 4-5 | **Status of Post:** |
| **Responsible to:**  Facilities Manager / Operations Manager | **Review Date:** |
| **Responsible for:** Site Maintenance | **Hours:** Full time, permanent  37 hours per week, 52 weeks per year |
| **Responsibilities:**  Site Maintenance / Driver /  Care taking duties |  |

**The Assistant Site Supervisor is responsible for:**

* Maintaining clean, safe and secure school premises, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs
* Promoting health and safety around the school
* All other aspects of site management, such as supervising external contractors, and site use and development planning

**Duties and responsibilities**

# General duties

* Carry out porterage duties, such as moving furniture and equipment around the school
* Maintain the general school premises, furniture and fittings, and report any issues to Facilities Manager
* Carry out small repairs and DIY projects
* Carrying out vehicle/fleet checks and upkeep
* Arrange larger repairs and obtain quotes from contractors

# Cleaning

* Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the

disposal of waste

* Carry out emergency cleaning duties, such as gritting and cleaning up spillages

# Security

* Lock and unlock the premises as required, including out of school hours when necessary
* Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
* Set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures
* Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned

# Health and safety

* Ensure a safe working and learning environment in accordance with relevant legislation
* Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to Site Manager
* Provide safe access to the school in cold weather conditions

# Responsibilities

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure that cleaning staff carry out their duties professionally and effectively

**Person specification**

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| CRITERIA | QUALITIES |
| **Experience** | * Caretaking * Building maintenance * Security, including alarm systems * Cleaning work * Some DIY * Working in a team * Supervising a small team of staff |
| **Qualifications** | * Driving License |
| **Skills and knowledge** | * Good knowledge of health and safety regulations * Ability to work flexibly, independently and as part of a team * Basic DIY skills * Ability to plan, organise and prioritise |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively * Able to work flexibly and out of school hours as required |
| **Physical requirements** | * Be reasonably fit to carry out the duties of the job * Able to carry out some manual handling and lifting * Able to carry out work at high levels using appropriate equipment |