

JOB DESCRIPTION

Site Supervisor

Reports to: School Business Manager

Evaluated grade: NJC 5/6

GENERAL PURPOSE OF THE JOB

1. To work proactively under the direction of the School Business Manager and Headteacher to ensure the buildings and grounds are maintained to a high standard in order to support the teaching and learning within St Philip's School, which will include security, Health and Safety, cleanliness, portage, routine maintenance and refurbishment, minor repairs and assisting with obtaining maintenance/repair quotes/estimates to ensure best value.
2. The Site Supervisor will offer flexibility to support lettings/activities outside of hours of OHC&AT on both a regular and casual basis.
3. To contribute to the overall ethos/aims of OHC&AT.
4. To line manage the caretaker including issuing a daily list of jobs and monitoring the quality of work carried out.

Responsible to: Headteacher/School Business Manager

MAIN DUTIES

Site maintenance / Security / Health and Safety

1. To be the main key holder (on call out list) to enable effective building security, opening and closing school buildings at the beginning and end of each school day and at other times as appropriate.
2. To be responsible for the total security of the whole site, identifying and resolving security risks, reporting concerns and changes to the designated person for site responsibility.
3. To ensure that the whole site, including premises, furniture and fittings and grounds are maintained to a high standard.
4. To use skills to undertake minor carpentry, plumbing, redecoration and improvement tasks as agreed with the designated person for site responsibility.
5. To ensure that the day-to-day running and maintenance of the premises avoids wastage and is efficient.
6. To maintain a preventative planned maintenance programme, which will include regular inspection and assessment of buildings, fixtures, furniture and grounds to ensure the premises are safe and in a satisfactory condition.

7. To test fire alarms regularly and carry out duties in line with OHC&AT Policy.
8. To oversee and monitor testing of portable electrical appliances, maintaining appropriate records.
9. To ensure the location is clean and tidy and conducive to learning e.g. specialised cleaning tasks, removal of graffiti, litter picking around site, clearing rubbish on a daily basis, replenishing supplies to all toilets etc.
10. To provide site presence when needed for OHC&AT, community use and private lettings including the setting up of areas.
11. To have due regard to the provision of Health and Safety at Work.
12. To maintain high standards of hygiene.
13. To ensure a safe environment for staff, students and visitors to the site, undertaking safety audits and assisting with risk assessments as necessary.

Management

1. To manage the caretaker, supervising daily duties, organising tasks and monitoring quality of work.
2. To manage the appraisal process for the caretaker, reporting any concerns to the School Business Manager.
3. To be aware of, and current on, legislation pertaining to fire safety, legionella and asbestos.
4. To supervise and monitor the work of the cleaning contract team and complete monitoring reports as required.
5. To monitor the grounds maintenance contract, check compliance and ensure those parts not covered by the contract are well-maintained.
6. To supervise and monitor contractors in their work, having regard to Health and Safety issues, and report to the Headteacher/SBM.
7. To advise on matters relating to energy control and conservation.
8. To advise on general housekeeping, general compliance and security for the building.

Administration

1. Under the direction of the Headteacher/SBM, to obtain quotes from external contractors.
2. To place orders for items of housekeeping and ensure stock levels are maintained.
3. To maintain a log of all inspections and checks required to keep the premises safe.
4. To maintain the Asbestos Register and ensure contractors sign to confirm awareness before commencing works.
5. To maintain all tools and equipment in good repair and undertake training, where necessary to ensure their safe use by self and others.
6. To carry out regular Health and Safety inspections and risk assessments either on own or as part of a team in line with OHC&AT Policy.

Other responsibilities

1. All holiday entitlement is expected to be taken during school holiday periods. Holidays requested during term time will require discretionary authorisation.
2. To undertake general assistance to staff including portering, setting up for assembly, parents meetings etc.
3. To regularly discuss and agree with Headteacher/SBM current priorities in order to ensure the efficient and smooth running of the premises.
4. To ensure OHC&AT minibus meets legislative requirements for tax, service, insurance and MOT. To process fault reports and incident reports with appropriate follow up activities as required.
5. To provide a transport service using the OHC&AT minibus in accordance with the rules and regulations of the Highway Code and in accordance with other appropriate legislation whilst ensuring staff, learner and public safety.
6. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
7. To participate in training and other learning activities as required.
8. To recognise own strengths and areas of expertise and use these to advise and support others.
9. To establish constructive relationships and communication with contractors and other agencies/professionals.
10. To treat all users of the School with courtesy and consideration.
11. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
12. To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of St Philip's School.

NAME:	
SIGNATURE:	
DATE:	

PERSON SPECIFICATION

Education, Training and Work Qualifications

1. Recognised training/qualifications associated with caretaking/DIY activities desirable (e.g. C&G Certificate in Caretaking Maintenance, Electrical Testing Level 1).
2. Driving license (all new appointments will be required to have a clean, valid driving license) (desirable)
3. Valid MIDAS training (desirable)

Knowledge

4. Knowledge of basic site maintenance and good practice in building services, i.e. heating, plumbing, carpentry, electrical etc.
5. Knowledge of MS Office systems.

Skills and Abilities

6. Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.
7. Good oral and written communication skills.
8. Ability to relate in a friendly way with a wide range of personalities.
9. Basic DIY abilities essential.

Relevant Experience

10. Experience in building maintenance work
11. Experience of supervising staff
12. Experience of driving minibus up to 17 seats (desirable)

Other Requirements

13. Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
14. Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.
15. Able to work as part of a team; be adaptable and supportive of colleagues.
16. Ability to interact with learners sensitively and flexibly