

## Job Description

<b>Post</b>	<b>Schools Site Supervisor</b>
<b>Details: grade, hours, duration, location</b>	<ul style="list-style-type: none"> <li>• Salary NJC scale B1 – B3 – £18,933 - £21,748 per annum (salary dependent on experience)</li> <li>• Full time, 37 hours a week, permanent.</li> </ul> <p>Working out of: St. Joseph’s Catholic Primary School Otley</p> <ul style="list-style-type: none"> <li>• Core hours of work are 06:30 – 10:00 and 14:00 – 18:00 Monday to Thursday and 06:30 – 10:00 and 14:00 – 17:30 Fridays during term time.</li> <li>• Flexibility is required in order to be able to travel to the other school sites, within a &lt; 10-mile radius on occasions as required by the Head of Estates.</li> <li>• Flexibility is also essential to cover regular evening events in each school, occasional weekend/evening lettings/openings</li> <li>• Winter working hours will need to be adapted due to snow clearing /gritting.</li> </ul>
<b>Responsible to</b>	Headteacher / Head of School / Head of Estates/ other members of the Senior Leadership Team
<b>Responsible for</b>	Maintaining the Premises Log Book and supervision of Cleaning staff, directly/ indirectly depending upon the service provider, i.e. In-House/Outsourced.
<b>Purpose of the Post</b>	To ensure that the duties and responsibilities connected with the fabric and grounds of the schools are carried out effectively ensuring a safe and clean environment for all those who use them as required.
<b>Main duties and responsibilities</b>	<p><b>Security and associated duties</b></p> <ul style="list-style-type: none"> <li>• Carrying out security procedures and checks for school buildings and grounds and maintain appropriate records.</li> <li>• Opening and closing of school premises, including gates, doors, windows, fire exits etc., for the purpose of school use, lettings, out of school hours’ functions, maintenance and emergency services.</li> <li>• Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.</li> <li>• Liaising as necessary with the emergency services, including calling out of emergency services as required.</li> <li>• Reporting and making good acts of vandalism to the Office Manager and/or Police as necessary.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• To identify and report to management any premises H&amp;S issues that may cause injury, harm or damage to people, property or the school’s reputation.</li> <li>• Ensure H&amp;S legislative regulations are adhered to in line with Trust Policies.</li> </ul> <p><b>School and Grounds Maintenance</b></p> <ul style="list-style-type: none"> <li>• To undertake routine daily activities within the maintenance log book and support planned and preventative maintenance in line with Trust procedures.</li> <li>• Contact approved suppliers/trades to carry out routine works keeping within the financial guidelines as set out by the Trust/School.</li> </ul> <p><b>Lettings</b></p> <ul style="list-style-type: none"> <li>• Comply with instructions received from the Head Teacher/Office Manager concerning letting procedures and carrying out as per lettings agreements.</li> <li>• Where requested, be on site during the course of lettings to:</li> </ul>

- Give any assistance to the lettings staff of the facilities hired,
- ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities,
- record/date/time/any Premises incidents occurring during the letting period.

#### **Energy/Heating/Conservation**

- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, reporting all defects through the school Office/Head of Estates.
- Read, record and report all meter readings as required by the Office Manager.
- Replace LED lamps and renew old light fittings with LED lighting.
- In conjunction with the Executive Headteacher / Headteacher / Head of School, implement all agreed policies.
- Inform the Office Manager of any concerns.

#### **Service Level Agreements (SLA's)**

- Check all SLA's are carried out in accordance with approved BWCAT contracts and that evidence of servicing, testing and inspections are recorded in the Premises Handbook.
- Ensure all complaints/enquiries issued as a result of SLA's are passed to the Head of Estates/ Procurement Officer.

#### **Sickness/annual leave cover**

- Support other Trust schools when necessary to ensure emergency cover in the event of sickness or other absences including holiday leave, as directed by the Head of Estates.

#### **Contractors Inductions/Supervision**

- Carry out contractor induction in line with Trust procedures ensuring all work permits are in place and all safeguarding systems are in place.
- Ensure all trade operatives sign in and out through the school central records.

#### **School Cleaning/Waste management**

- Provide cover ensuring all areas are cleaned in order of priority and that COSHH/HACCP/RAMS procedures are followed.
- Ensure all waste is managed in accordance with the Trust Waste Management Policy.
- Deal with all emergency spillages and or the handling of hazardous items following agreed working methods. Clean sickness, spillages, animal foul and hazardous items e.g. broken glass as required.
- Supervise school cleaning staff, ensuring all areas are cleaned to required specification. Liaise with Office Manager on provision of cleaning materials etc. and oversee ordering as required.
- Ensure that cleaning machinery and equipment is maintained and report and make good any repairs.

#### **Budgets**

- Comply with Trust financial guidelines.
- Ensure all works/services are supported by a requisition order to the Head who will authorise a purchase order.

#### **Emergencies**

- Ensure that a list of emergency contact numbers is available with a laminated copy of site plans.
- Ensure access for emergency services are kept clear at all times and secure premises as required.
- Ensure a Logistic Plan is available indicating where all stopcocks, fuse boards, utility meters, chemical storage areas and areas where asbestos exists is in place at the main entrance to the school.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Arrange repairs with contractors with prior approval of the Office Manager ensuring quotes are obtained and insurance/building regulations is complied with.

#### **Deliveries**

- Take delivery of and unpack whole school stock, stores materials and other goods including furniture items and move to appropriate storage cupboards or space, with due regard to current H&S Lifting and Manual Handling regulations.
- Unpack and store stock in conjunction with the Office Manager.

#### **Furniture moving**

- Move such items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.

#### **Internal maintenance**

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required. Arrange repairs with contractors with prior approval of the Office Manager ensuring quotes are obtained and insurance/building regulations is complied with.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc. as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Co-ordinate and arrange all safety checks and services.
- Redecoration of any area, agreed as reasonable on instruction from the Office Manager/ Executive Headteacher / Headteacher / Head of School.
- Procurement and ordering of all required materials as appropriate for the above.
- Carry out minor works in order to improve the site as required by the Executive Headteacher / Headteacher / Head of School / Office Manager.
- Attend appropriate training courses as required.

**External maintenance**

- Maintain cleanliness and general tidiness of all external hard areas.
- Empty external litter bins on a daily basis.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of school, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights, grounds etc.
- Remove/obscure any graffiti.
- Clear leaves, snow, ice, moss and debris as appropriate.
- Treat surfaces with salt etc. in preparation for school opening hours.
- Organise for internal/external window cleaning when required.
- Carry out minor works in order to improve the site as required.

**Checks and records**

- Perform daily/weekly/monthly/annual checks of premises and equipment and collate records accordingly.
- Take responsibility for the asset management of the school premises and equipment and ensure this is maintained accurately on annual basis.
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Office Manager.

**Other**

- Driving the school owned / hired minibus as required, including to transport goods/materials between trust schools as required. Full training will be provided.
- To be aware of and comply with policies and procedures relating to; child protection, health and safety, security, confidentiality and data protection and report all concerns to the appropriate person.
- To contribute to the overall ethos, work and aims of the school.
- To appreciate and support the role of other professionals in school and from outside agencies.
- To attend relevant meetings as required.
- To participate in training and other CPD opportunities and Performance Management as required.
- Swap working times from one school to another as and when required to enable shared skill sets between schools and to develop familiarity of sites, mechanical services and location of utilities.
- Assist Head of Estates in supervising, planning and coordinating site and premises works.
- Carry out all duties requested by the Headteacher, Head of Estates or SLT that are reasonable and commensurate to the post.