

Job Specification

Role	Site Supervisor
Grade	3
Site	Mayfield School, Heathfield Road, B19 1HJ
Hours	Full-time

1. Job Purpose

- 1.1 To assist (under the direction of the Site Manager) with the overall provision of security, janitorial and cleaning services at the school/college and associated staff.
- 1.2 To be responsible for repairs and maintenance of the school/college site.
- 1.3 To monitor the work of external contractors on site
- 1.4 To monitor and update Health and Safety compliance at allocated site.

2. Key Responsibilities

- 2.1 To be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Site Manager and Trust Estates Leader.
- 2.2 To supervise Cleaning Operatives where appropriate and allocate their work and ensure that work is completed in accordance with the specification.
- 2.3 To be responsible for the security of the site and checks of the building, including the operation of security alarms and working with the Site Manager and Security Response Company when needed.
- 2.4 To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors.
- 2.5 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- 2.6 To hold keys for the school/college and ensure the school/college is opened in the morning and secure when left in the evening.

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- 2.7 To supervise the Site Assistant where appropriate, including implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open
- 2.8 To ensure correct completion and submission of time sheets and obtaining authorisation for any overtime.
- 2.9 To ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance.
- 2.10 To be responsible (under the direction of the Site Manager) for repairs and general maintenance and ensure that they are carried out within the delegated budget. To ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements.
- 2.11 To carry out general portering duties for the establishment, within health and safety guidelines.
- 2.12 To ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily.
- 2.13 To ensure toilets are adequately stocked with toilet requisites and appropriate cleaning.
- 2.14 To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH).
- 2.15 To carry out regular checks to ensure fire alarms and all firefighting equipment, CCTV and shutters are in working order.
- 2.16 To make main pathways safe after snow/frost by cleaning/salting as appropriate.
- 2.17 To undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable.
- 2.18 To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. Local Governing Body, teaching staff, hirers, centre managers of recreation and community services department and contractors' representatives).

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- 2.19 To Change light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.
- 2.20 To carry out regular electrical testing in accordance with regulators (operational)
- 2.21 To keep drain grids clean and free from debris and other litter on a daily basis
- 2.22 To maintain operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency.
- 2.23 To ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements (particularly Working at Height regulations).
- 2.24 To facilitate use of the site for polling purposes, for which extra payment for additional duties may be claimed.
- 2.25 To carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works.
- 2.26 Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- 2.27 To be responsible for the collection of litter from grassed and landscaped areas
- 2.28 To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log and emergency lighting log.
- 2.29 To liaise with the Trust Estates Lead and Executive Head regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects, in the absence of the Site Manager.
- 2.30 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

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- 2.31 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.32 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.33 To adhere to the ethos of the school/college
 - 2.33.1 To promote the agreed vision and aims of the school/college.
 - 2.33.2 To set an example of personal integrity and professionalism.
 - 2.33.3 Attendance at appropriate staff meetings and parents evenings.
- 2.34 Any other duties as commensurate within the grade in order to ensure the smooth running of the school/college.

3. Location

- 3.35 Your employment will be based at Mayfield School but you may be required to work at any other premises occupied by the Employer or any of the Employer's Academies as directed by the Employer. This is the location to use for calculating any travel expenses that the School/Trust may pay or you may receive in future.

4. Supervision Received

Supervising Officer's Job Title: Site Manager

- 4.36 Level of supervision:

- 1. Left to work within establishment guidelines subject to scrutiny by supervisor

5 Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Site Assistant	2	Ongoing	Day to day supervision and support.

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Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Good standard of literacy and numeracy Evidence of continued CPD in relation to Estates, eg Fire, Legionella, general health and safety Training will be provided if needed	AF/C
Experience Relevant work and other experience	Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques Organisation of work Organisation and control of staff (where appropriate) Have a working knowledge of Health and Safety and be able to follow defined risk assessments and site documentation	
Skills & Ability e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role. • Self-reliant. Able to motivate self and staff • Able to communicate with other members of staff, visitors and contractors • Flexible approach/ attitude • Able to deal with emergency situations • Able to accept instructions from Executive Head and Trust Estates Lead where appropriate • Ability to develop and maintain effective working relationships with a wide range of people • Ability to use emails, Microsoft Word, Excel and other online platforms • Ability to undertake manual work and to perform tasks included in the job description • Availability for call-out duties • Willingness to wear protective clothing as 	

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	supplied and ensure others required adhere to Health & Safety	
Training	Willingness to undertake further training as appropriate E.g. Training in COSHH, Fire Safety etc	
Other	Available for duty as necessary during opening hours of establishment	
Safeguarding	Enhanced DBS (Adult and Child) <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.