

Job Description

 <p style="text-align: center;">Central Cooperative Learning Trust</p>				
Job Number	Post Title	Grade	Points	Date
AA6970 (formerly C1237)	Site Supervisor	Grade 5	404 NJC	April 2008

Reporting Relationships

Responsible to: Senior Site Supervisor

Statement of Purpose

To provide efficient and effective caretaking support to the school including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school and that heating systems operate at optimum efficiency. Under the guidance of School Business Manager, support the delivery of effective Health & Safety management. The post holder will plan and prioritise their own work without direct supervision.

Line Management

- May be required to supervise a small team of site staff in the absence of the senior site supervisor.
- To ensure:
 - Adequate cover for holiday periods.
 - Adequate cover for outside normal school hours.
 - Providing cover for emergency call out.

Health & Safety and Security

- Liaising with school management in relation to the formulation of risk assessments where applicable.
- To maintain appropriate records including intruder alarm log book and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- Undertake risk assessments and COSHH procedures as appropriate.
- To assist with fire evacuation procedures.
- To undertake portable appliance testing

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to designated member of the Senior Leadership Team.
- To be responsible for maintaining the security of the premises (buildings and grounds) and its contents including monitoring the school's CCTV system.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows, reglazing small and large internal windows.

Maintenance and Cleaning

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- May be required to drive the school minibus/and /or carry out weekly minibus maintenance checks.

Maintenance and Repair

Painting and Decorating

- Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

Joinery

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks,
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects

Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps. Stopping leaks.
- Liaison with contractors in relations to larger building maintenance projects.

Resources

- To undertake portage tasks as required including setting up and clearing away furniture.

- To control the provision of toiletry items including requisition, storage and distribution of such items.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the college is responsible and arrange to replenish supplies in accordance with current procedures.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team or where not immediately available, Technical Services, and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

Site Supervisors are expected to be smart in appearance and dress.