



MOULTON SCHOOL AND SCIENCE COLLEGE



ASSISTANT PREMISES SUPERVISOR

**37 hours per week - 52 weeks per year
(Shift System between the hours 7am – 7pm)**

Grade E Point 4 – 5, £24'404 - £24'790

Purpose of the Role:

To assist the Site Manager in ensuring the school premises and grounds are maintained to a high standard, providing a safe, secure, clean, and welcoming environment for students, staff, and visitors.

The Assistant Site Supervisor will support the day-to-day operational needs of the school site, undertake minor repairs and maintenance tasks, and assist with site security and health and safety checks.

Key Responsibilities and Duties:

1. Site Maintenance and Repairs:

- Assist with routine maintenance tasks and minor repairs across the school site (e.g., fixing door handles, changing light bulbs, basic plumbing, painting touch-ups).
- Identify and report maintenance issues requiring external contractors or specialist skills to the Site Manager.
- Support planned preventative maintenance schedules.
- Assist with grounds maintenance tasks as required (e.g., litter picking, basic gardening).

2. Security:

- Assist with the opening and closing of the school premises, including setting and unsetting alarms.
- Ensure the security of the site during school hours and out-of-hours periods.
- Monitor CCTV systems if required.
- Respond to alarm callouts as part of a rota, if applicable.
- Challenge unauthorised persons on school property.

3. Health and Safety:

- Assist with routine health and safety checks and inspections of the premises and grounds.
- Identify and report potential hazards.
- Ensure clear access routes and fire exits are maintained.
- Assist with basic risk assessments for routine tasks.
- Support the Site Manager in ensuring compliance with health and safety regulations.

4. Cleaning and Portage:

- Oversee or assist with the supervision of cleaning staff, ensuring standards are met.
- Undertake cleaning duties as required, particularly in emergencies or to cover absence.

- Assist with moving furniture, equipment, and deliveries around the school.
 - Set up rooms for meetings, events, and exams as required.
- 5. Utilities and Resources:**
- Monitor energy consumption and report any issues.
 - Assist with managing stock levels of cleaning and maintenance supplies.
 - Receive and check deliveries.
- 6. General:**
- Act as a key holder.
 - Liaise effectively with school staff, students, visitors, and contractors.
 - Adhere to school policies and procedures, particularly regarding safeguarding, health and safety, and data protection.
 - Undertake any other duties commensurate with the grade and nature of the post, as directed by the Site Manager or Assistant Headteacher – Business and Finance.
- 7. Public Relations**
- Maintain a good relationship with pupils, staff and visitors and users of the school facilities
 - Visitor control during daytime and evening meetings, events etc.
- 8. School Closures**
- Maintain the cleanliness and upkeep of the premises during school closures.
 - Carry out a program of maintenance across the school buildings along with colleagues.
 - Have adequate IT abilities to operate the computerised boiler plant management system.
 - Have use of Microsoft Office and be able to send and receive e-mails.

The above job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the School. You will be expected to demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

All members of the school community are expected to support, both explicitly and implicitly, the school's ASPIRE ethos. The setting and achieving of the highest aspirations, striving for great things, is fundamental to all that we seek to be.

The school is committed to safeguarding and promoting the welfare of children, and the successful applicant will be expected to undertake a criminal record check via the Criminal Records Bureau, the costs of which will be met by the school.

PERSONNEL SPECIFICATION
ASSISTANT SITE SUPERVISOR

CATEGORY ITEM	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience in a maintenance, caretaking, or site supervision role. • Experience undertaking basic repairs and maintenance tasks 	<ul style="list-style-type: none"> • Work experience in busy manual handling environment • Experience working in a school or similar educational environment • Experience supervising staff (e.g., cleaning staff). • Experience with school security systems
Education and Training	<ul style="list-style-type: none"> • Basic literacy and numeracy skills (e.g., GCSEs or equivalent) • Evidence of commitment to professional development 	<ul style="list-style-type: none"> • Relevant health and safety qualification (e.g., IOSH Working Safely) • Qualification in a trade (e.g., plumbing, electrical, carpentry)
Skills and Knowledge	<ul style="list-style-type: none"> • Basic knowledge of health and safety procedures relevant to premises management • Ability to undertake minor repairs and maintenance tasks effectively • Ability to work independently and as part of a team • Good communication and interpersonal skills • Ability to organise and prioritise workload • Basic IT skills (e.g., using email, completing simple online forms) 	<ul style="list-style-type: none"> • Knowledge of basic fire safety procedures • Ability to undertake more complex repairs or maintenance • Full UK Driving Licence
Personal Attributes	<ul style="list-style-type: none"> • Reliable, punctual, and trustworthy • Proactive and able to use initiative • Conscientious with attention to detail • Flexible and adaptable to changing demands • Commitment to safeguarding and promoting the welfare of children and young people 	