

**Premises Supervisor**  
**Job Description & Specification**

**St James Infant School**

**Permanent Contract, 30 hours per week, 52 weeks per year**

**Grade E Scale Point 4-5 (£25,185 - £25,583 FTE)**

The role of the Premises Supervisor will be to provide support regarding Health & Safety compliance, preventative maintenance and general building repairs and be responsible for opening and closing of the school building.

**Security and Safety**

- To support in maintaining the security of the premises (buildings and grounds) and their contents.
- To support in opening / closing of the premises on a daily basis.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- To assist with fire evacuation procedures and other appropriate safety procedures as identified.

**Maintenance and Cleaning**

- 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 daily.
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.

**Maintenance and**

**Repair**

- Assist in the maintenance of fixtures and fittings.
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.

**Plumbing**

- Assisting in unblocking sinks, traps and waste pipes. Stopping leaks.

## Resources

- To support the storage and distribution of items such as toiletries.
- To support the monitoring of 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 aid in testing alarm systems weekly and lighting when appropriate.
- To keep up to date with relevant annual training.

## **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 people you are responsible for or come into contact with.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and promotes welfare.

## **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

### **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

***Please note that you may be required to work a split shift.***

**PERSON SPECIFICATION**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **YOU MUST COMPLETE YOUR STATEMENT OF SUITABILITY BY ANSWERING THE POINTS LISTED IN THE PERSON SPECIFICATION BELOW IN NUMBER ORDER.** You should mention any experience you have had which shows how you meet these requirements. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Attributes	Essential	Desirable
<b>1. Qualifications</b>		<ul style="list-style-type: none"> <li>- Hold recognised training / qualifications associated with premises</li> </ul>
<b>2. Experience</b>	<p>The ability to understand and apply regulations such as health &amp; safety, manual handling, COSHE, Legionella etc</p> <ul style="list-style-type: none"> <li>- Risk Assessment experience / qualification</li> <li>- Competent at basic building repairs and maintenance</li> <li>- To be able to use small industrial, electrical and mechanical equipment</li> </ul>	<ul style="list-style-type: none"> <li>- The ability to operate and understand electrical/mechanical systems</li> <li>- Experience or skills in a trade</li> </ul>
<b>3. Ability, Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post</li> <li>- Good communication skills</li> <li>- Sound planning and negotiating skills</li> <li>- Ability to manage own time effectively and demonstrate initiative, including establishing priorities</li> <li>- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</li> <li>- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school</li> <li>- Ability to manage people directly and indirectly</li> <li>- Ability to adapt to changing and conflicting demands</li> <li>- Ability to be flexible and work as part of a team or individually as required</li> </ul>	<ul style="list-style-type: none"> <li>- Excellent numeracy and literacy skills</li> <li>- Good IT skills</li> <li>- Ability to gather information and problem solve</li> <li>- Ability to contribute to the life of the school</li> <li>- Sense of humour!</li> </ul>
<b>4. Safeguarding</b>	<ul style="list-style-type: none"> <li>- We are committed to safeguarding and promoting the welfare of children and all staff must demonstrate this commitment. An enhanced DBS check is required for all successful applicants</li> </ul>	

	<ul style="list-style-type: none"><li>- Ability to comply with Health &amp; Safety regulations to ensure that all duties are carried out safely</li><li>- Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies</li><li>- Ability to demonstrate an understanding of children</li></ul>	
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NOTE:

- The Recruitment Team are advised to focus on determining whether the candidates meet the requirements in relation to the broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing all the various aspects of the interview process.
- The Recruitment Team may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.