



TITLE:	ASSISTANT SITE SUPERVISOR
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RESPONSIBLE TO:	Site Manager
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PURPOSE OF THE POST:	<p>To assist the Site Manager in the organisation of the site staff including the drawing up of work schedules, and to provide cover whenever the site is in use. This is to include holiday cover, emergency back-up and call-outs.</p> <p>To assist the Site Manager in keeping an effective record system for all aspects of the management, repair and maintenance of the site, including the daily deployment of staff, the progress of necessary work, and general resource control.</p> <p>To assist the Site Manager in his responsibility for buildings maintenance including the preparation of specifications, scheduling work, placing orders, inspecting and monitoring work.</p> <p>To assist the Site Manager in ensuring that furniture is kept in a good state of repair including undertaking a “rolling programme” of audit.</p>
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Main duties and responsibilities:

SECURITY

- To have responsibility for the school keys; to ensure the school is securely locked at night, at weekends and during holidays.
- Facilitating opening and locking up of site to authorised users.
- To act as part of the Site Team in regard to key holder duties for alarm callouts and to have a knowledge of the security camera system.

HEATING AND LIGHTING

- Effective operation of heating, lighting and water systems including all routine and general maintenance, the arrangements for servicing and overall efficiency of all energy systems.
- Day to day boiler care and routine maintenance.
- Replace consumable items such as light bulbs (after appropriate training is given).
- Identifying maintenance and servicing needs in respect of: fan heaters, lighting units, thermostats, boiler house, plumbing etc.
- Crisis management in terms of pipe or heater leaks and valve failure, including awareness of stop cock positions and emergency procedure for electricity and gas.
- Encouraging energy savings by all users whilst maintaining adequate levels of heating and lighting.
- Maintain an efficient working heating system.

MAINTENANCE AND REPAIRS

- Undertake a rolling programme of Residual Circuit Device testing as part of the Site Team
- Checking sewerage and water services to ensure effective operation and cleaning minor blockages as part of crisis management.
- Checking and maintaining doors, handles and locks.
- Cleaning of storm drains and gulleys as required.
- Maintaining furniture where on-site maintenance is possible – desks, chairs, lockers, etc.
- Removing graffiti and monitoring vandalism and maltreatment.
- Basic painting.
- Emptying of litter bins on a regular basis and maintaining a litter free environment.

- Maintaining general tidiness of the site including sweeping of paths and steps around site.
- Liaison with outside, or DMBC contractors on site to ensure access, adequate completion of job and tidying up.
- DIY work i.e. putting up shelves/notice boards etc.
- Identifying areas requiring attention and possibilities for savings – reporting them to the Site Manager for his attention and necessary action.
- Be responsible for the safe storage of materials and equipment.
- Clearance and gritting of paths and other appropriate areas during bad weather.
- To undertake basic grounds maintenance.

PORTERAGE

- Movement of furniture as required e.g. hall chairs, desks and chairs, classroom furniture.
- Movement of delivered goods around the school site.
- Assistance with setting up for exams.

HEALTH AND SAFETY

- To inform the Site Manager of all issues of concern, especially matters pertaining to Health & Safety.
- To be aware of the provisions of the Health and Safety at Work Act.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To be aware of and implement current guidelines and working policies e.g. asbestos, working in roof spaces and the enforcement of such policies/guidelines.

CLEANING

- Maintain links with the cleaning service provider, especially cleaner-in-charge, in order to promote good working relationships and mutual support wherever possible.
- To fulfil the cleaner duties of the designated areas; setting the example of the high standard of cleaning desired throughout the school.
- To monitor cleaning standards and keep the Site Manager informed.

OTHER DUTIES

- Occasional work outside of school hours to facilitate evening and weekend lettings.
- Undertake such other duties that may from time to time be reasonably requested.
- To participate in the process of appraisal.
- To undertake appropriate training as needed, to be able to undertake the duties and responsibilities that are required.

Hours of work to be 37 hours per week full time. Flexibility around working hours is required, e.g. split shift patterns and evening/weekends when needed.

All posts at the school are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.