



Ranelagh Primary School

Job Title: Site Supervisor

Scale: 5

Reporting To: Head Teacher

Supervises: Assistant Site Supervisor/handyperson (where applicable) and Cleaners (if required)

Purpose of Job:

To effectively manage the maintenance, cleaning, security, heating and health and safety of the site and grounds. You are valued as part of the school support team and shall make a positive contribution to the ethos of the school, providing a high quality professional site management service.

Equal Opportunities:

The Tapscott Learning Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work

Duties and Responsibilities:

Repairs and Maintenance

1. To be responsible for the maintenance and upkeep of the premises, the buildings (including their non-curricular contents) and the grounds, including determining in accordance with established guidelines whether repairs / maintenance should be undertaken directly or by contractors.
2. To monitor and review all premises contracts and services; and to be the client monitoring officer in relation to contracts, ensuring that contract specification is achieved, and that any errors or omissions are rectified.
3. To be responsible for ensuring the safe and efficient operation of mechanical, electrical, heating and water services on the premises, including lifts, and to ensure safe levels of lighting, heating and ventilation are maintained.
4. To carry out a wide range of handyperson duties using various skills e.g. carpentry, plumbing, glazing.
5. To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas.
6. To liaise with appropriate staff in the Trust and outside agencies on all aspects of premises maintenance.

Cleaning

1. To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of cleaning staff and to be responsible for emergency cleaning.
2. To undertake cleaning of the school hall or other areas as directed by the head teacher.
3. To liaise with the cleaner in charge (where appropriate) on any cleaning issues.
4. To advise on and undertake/manage arrangements for cleaning where there is a cleaning contract.
5. To be responsible for the overall security arrangements of the premises including periodic reviews of site security and to consult with the police, Newham Emergency Services and others on measures to improve security.
6. To ensure staff are aware of Trust guidelines and procedures on security and the use of alarm systems.
7. To maintain a keyholding system for the school and to arrange for access by authorised persons.



Health and Safety

1. To be responsible for maintaining the premises to a safe and healthy condition, including the maintenance of fire, safety, first aid and emergency equipment, as well as the safe storage of potentially harmful materials, within the competence of the postholder.
2. To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.
3. To be responsible for reading and distributing any Trust working advice given to schools on Health and Safety issues, and recommending appropriate action. To complete daily, weekly and termly Health and Safety checks as required.
4. Undertake written risk assessments as necessary.

Lettings

1. To ensure that appropriate arrangements are made and records maintained for authorised users of the site facilities and buildings.
2. To manage and operate systems of staff cover for lettings and other out-of-hours use of the premises.

Building/Remodelling Works

1. In conjunction with the Head Teacher deal with contractors and consultants on all aspects of the building works, ensuring the ongoing efficient and effective premises management and upkeep of the site.
2. To assist in the preparation and progress of new equipment/furniture orders and deliveries to meet the school premises development plan.

Management, Administration and Finance

1. To work on own initiative, particularly during school holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site, and to prioritise the daily workload
2. To be responsible for a budget and the ordering of stock, checking of invoices, monitoring of budgets, preparation of estimates and stock checks.
3. To use computerised systems in accordance with agreed procedures.
4. To ensure adequate site cover for the premises at all times.

Other

5. Such other duties, within the competence of the postholder, which may be required reasonably from time to time.

Signed _____
Postholder

Date _____

Signed _____
Head teacher

Date _____



PERSONAL SPECIFICATION

Important information for applicant

The criteria listed in this person specification are either essential or desirable. Your application needs to demonstrate clearly and concisely how you meet each of the criteria. If you do not address these criteria fully, or if we do not consider you meet them, you will not be shortlisted. Please give specific examples where possible.

Qualifications Required	Essential/ Desirable	METHOD OF ASSESSMENT
Basic literacy and numeracy skills, including clerical skills	E	Application / Interview
Knowledge & Understanding		
Knowledge of, or the ability to learn through training on how to use computer systems	E	Application / Interview
Clear understanding of equal opportunities	E	Application / Interview
Skills and Experience		
Experience of site management/supervision, preferably in a school	D	Application / Interview
Ability to carry out maintenance/handy person duties	E	Application / Interview
Ability to manage and motivate a staff team	E	Application / Interview
Experience and understanding of site issues pertaining to a large building	E	Application / Interview
Experience and understanding of security issues	E	Application / Interview
Ability to monitor a team's workload and performance	E	Application / Interview
Ability to work as part of a team and to contribute to team development	E	Application / Interview
Ability to communicate in a professional, effective and courteous manner	E	Application / Interview
Other		
Willingness and ability to work flexible hours to meet service requirements	D	Application / Interview
Requirement of two references	E	Application
Requirement to undertake a DBS check	E	Application / Interview

EQUALITY & DIVERSITY

As a Multi Academy Trust, our schools are committed to and champion equality and diversity in all aspects of employment with the Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the Trust.

PROTECTING OUR STAFF AND SERVICES



Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

The Tapscott Learning Trust and Curwen Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.