

| JOB DESCRIPTION | | |
|---|---------------|--------------|
| Post Title: Site Supervisor | Scale: | 5 |
| Department North Beckton Primary School | Date | January 2022 |
| <p>Responsible to: Head Teacher, SLT lead for Premises and Health and Safety Management.</p> <p>Responsible for: Assistant Site Supervisor at North Beckton Primary School Juniper Cleaners at North Beckton Primary School Contractors on site at North Beckton Primary School</p> | | |

Purpose of Job

1. To be responsible for the implementation of high quality delivery of the estates and facilities across the school site.
2. To supervise the work of school based contractors.
3. To be responsible for overseeing minor building improvement works and maintenance at school.
4. As a representative of the school, the post holder is expected to raise the positive profile of the school by acting courteously and professionally at all times and undertaking their duties with due care and attention.

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:

To be responsible for maintaining the health and safety, site management and facilities management systems of the school in conjunction with the TTLT estates management programme.

Site Management and Facilities Maintenance

1. To be responsible for the maintenance and upkeep of the premises, the buildings and the grounds; determining whether repairs/maintenance should be undertaken directly or by outside contractors.
2. To liaise with the SLT lead for Premises and Health and Safety Management on any issues that may affect the running of the school and take necessary steps to ensure continuity of service.
3. To liaise with the SLT lead for Premises and Health and Safety Management regarding outside contractors in order to obtain quotations for works needed to be carried out on site;

4. To undertake emergency and planned maintenance and repairs within the capability of the post holder, respond effectively and maintain a log of such works.
5. To manage all contractors (including on-site Juniper cleaning staff), ensuring that all Health and Safety requirements are met, monitor their performance and inspect completed work.
6. To be responsible for heating, plumbing and lighting systems throughout the school and arrange to remedy any problems through discussions with SLT lead.
7. 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.
8. To regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. To report and act upon any issues with appropriate staff through liaising with the SLT lead.
9. To regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees and recording any defects.
10. To ensure that appropriate resources are available to carry out necessary duties in compliance with Health and Safety legislation.
11. To carry out a wide range of handyman duties using various skills e.g. carpentry, plumbing, painting, and basic repairs within the capabilities of the post holder.
12. To carry out duties in relation to the grounds and the upkeep and liaise with the appropriate contractor if needed.
13. To be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies.
14. To provide cover for assistant site supervisor for holidays and sickness.
15. To assist with the efficient transfer of goods and materials delivered to the school to appropriate locations; to assist with assembly of these goods received and report any defects if necessary.
16. To manage the provision of portering and furniture moving to ensure supplies are in place and school activities can proceed as expected throughout the year.

Health and Safety

1. To ensure the TTLT Health and Safety management and monitoring systems are in place across the school site and all policies and procedures relating to Health and Safety are being followed.
2. To have regular meetings with the North Beckton Health and Safety SLT Lead.
3. To undertake written risk assessments if necessary.
4. To liaise with the Health and Safety Manager to arrange the necessary annual inspections and follow up maintenance work, e.g. fire equipment, legionella, asbestos, emergency lighting checks etc.
5. To ensure all duties carried out by premises staff is carried out according to the TTLT Health and Safety management systems and policies.

6. To ensure the school building is maintained to ensure good health and safety practices and provide support where necessary.
7. To maintain a log of works and contractors on site.
8. To be proactive in reducing the potential for Health and Safety issues arising across the school site.
9. To respond to all instances where Health and Safety issues are raised or noticed and where possible make safe or isolate.
10. To assist the annual General Risk Assessment carried out by the TTLT Health and Safety consultant and following up on actions and recommendations.
11. To attend the TTLT Site Supervisors Working Group Meetings to report on a range of aspects as appropriate.
12. To keep abreast of local and national Health and Safety and security issues pertaining to the safety and welfare of all stakeholders of the school community.

Security, Safety and Access

1. To be responsible for the overall security arrangements of the premises including periodic reviews of site security and to consult with the police, security services and others on measures to improve security.
2. To ensure a rota is in place so that buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
3. To ensure internal security procedures are adhered to; reporting any issues to the Head Teacher, SLT lead or TTLT Lead Officer for Health and Safety.
4. To provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
5. To ensure staff are aware of the school's guidelines and procedures on security.
6. To maintain a keyholding system for the school and to arrange for access to the site by authorised persons.

Fire

1. To ensure fire alarm call points are tested weekly and other fire equipment is regularly checked for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks through site services personnel.
2. To liaise with the fire and security contractors to arrange for servicing and repairs of the physical and electronic equipment and to maintain service records.
3. To work with the Health and Safety SLT lead on the Fire Safety Risk Assessment and Fire Emergency Evacuation Plan and resolve any follow up issues/recommendations.
4. To initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.
5. To ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure.



6. To ensure staff are aware of the school's guidelines and procedures on fire safety and the use of alarm systems.

Cleaning

1. To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of Juniper contract staff and to be responsible for all emergency cleaning.
2. To supervise the cleaning staff ensuring the regular and effective cleaning of all areas (internal and external) of the school and liaise with contractors where applicable.
3. To liaise with the cleaner in charge on any cleaning issues.
4. To advise on and undertake/manage arrangements for cleaning not in the contract as directed.
5. To check the site cleaning manual and folder to ensure that risk assessments, COSHH data sheets, training records and other relevant documents are present.
6. To arrange window and gutter cleaning of the school by appointing and liaising with the approved contractor.
7. To raise any concerns over the cleaning contract with appropriate senior staff for contract monitoring purposes.
8. To supervise the cleaning carried out by specialist external contractors such as window cleaning and raising any issues with the contractors if necessary.

Catering/Kitchen

1. Liaising with Juniper to ensure that statutory testing of equipment and relevant maintenance sheets and folders are up to date.

Other

1. To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the schools.
2. To be responsible for own health and safety and that of students and colleagues, in accordance with the Health and Safety at Work Act 1974 and all applicable regulations.
3. To adhere to the Trust's Equality policy in all activities, and actively promote equality of opportunity.
4. 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.
5. To ensure adequate site cover for the premises at all times.
6. Such other duties, within the competence of the postholder, which may be required reasonably from time to time.
7. This job description may be amended at any time after discussion with you and will be reviewed annually as necessary.



Signed _____ Date _____
Postholder

Signed _____ Date _____
Head teacher

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 |



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| 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.