

# The Bay Learning Trust

## Grade Profile – Site Supervisor (Grade 6)

<b>POST TITLE:</b>	Site Supervisor
<b>GRADE:</b>	Grade 6
<b>CAR USER:</b>	Essential / D1 Desirable
<b>LOCATION:</b>	Longridge High School
<b>RESPONSIBLE TO:</b>	School Operations Manager
<b>STAFF RESPONSIBLE FOR:</b>	Assistant Site Supervisor /School Caretaker and Cleaning Team
<b>JOB PURPOSE: The main objectives to be achieved by the Postholder</b>	
<p>Will undertake a full and pro-active role in the development of the school and use of premises by the local community. To contribute ideas and strategies and provide an active input in relation to all matters concerning the premises/site. To organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking/cleaning operations of the school//monitoring contract compliance, to the agreed quality standards, taking a lead role on Health &amp; Safety, reporting to the Health and Safety Manager and ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with.</p>	
<b>MAIN ACTIVITIES</b>	<p><b>What the Postholder will actually do</b>  <b>What prescribed duties the postholder will have</b></p>
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts</b></p> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);</li> <li>- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>- To manage contractor activity on-site.</li> </ul> <p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>- To organise and manage the work of the caretaking and cleaning team working alongside the assistant site supervisor;</li> <li>- Undertake recruitment, selection, induction and appraisal of caretaking and cleaning staff and allocate duties and hours of work;</li> </ul>	

- Planning own work and that of assistant(s) and cleaning staff (issues relating to supervision/ management of staff);
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff;
- Monitor the progress of the team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.

### **Maintenance**

- To monitor the work of the assistant site supervisor /caretaking, cleaning staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors;
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements.
- To liaise with works undertaken by contractors and ensure that all paperwork is completed on arrival of contractors;
- Work closely with the School Operations manager on monitoring the progress of projects involving outside contractors;
- To undertake specific grounds maintenance to the usual standard ensuring knowledge/ use of gardening equipment .
- Monitoring and ensuring the cleanliness of the school premises and furnishings.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- To arrange for the caretaking team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.
- To ensure all CoSHH forms are in order.

### **Other duties**

- Testing portable electrical equipment if trained and accredited to do so;
- To ensure that systems for the school to be made secure are in place for the out-of-school hours letting/cleaning.
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory;
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems;
- To monitor energy through efficient procedures and systems;
- To undertake training as appropriate and ensure your team have the correct training.
- To ensure that all weekly / monthly compliance checks are in order.
- To ensure all gulleys and drains are clear and flowing including flat roofs.

### **Health & Safety**

- To ensure that the appropriate staff within the school are fully aware of CoSHH legislation;
- To ensure all Health & Safety Issues are reported to the Health and Safety Manager.
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

### **Finance**

- To be responsible for monitoring the cleaning products budget and regularly reporting budgetary information in relation to this to the School Operations Manager;

### **General**

- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher/ School Operations Manager and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>
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### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person specification form

<b>Post title:</b> Site Manager		<b>Grade:</b> Grade 6
<b>Directorate:</b> Children and Young People		<b>Post number:</b>
<b>Establishment or team:</b>		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or reference (R) (give details)
<b>Qualifications</b>		
NVQ Level 3 qualification in Caretaking (or equivalent)	E	AF
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)	D	AF
Full driving licence (at School's discretion)	E	I
D1	D	I
<b>Experience</b>		
Experience of working as a caretaker or site supervisor	E	AF/I/R
Experience of supervising staff	E	AF/I
Experience of managing contractors	E	AF/I
Experience of working in a school	D	AF/I
Experience of writing maintenance programmes	D	AF/I
Experience of planning and programming work	D	AF/I
Experience in using gardening equipment	E	AF/I
Experience of budget management	E	AF/I
Experience of testing portable electrical equipment	D	AF
Experience of designing and delivering training	D	AF
<b>Knowledge, skills and abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	AF/I
Ability to organise, lead, motivate, manage and develop a team	E	AF/I
Ability to resolve conflict	E	AF/I
Ability to develop effective working relationships	E	AF/I

Attention to detail skills	E	AF/I
Ability to work as part of a team	E	AF/I
Excellent oral and written communication skills	E	AF/I
Flexible attitude to work	E	AF/I
Ability to work in an organised and methodical way	E	AF/I
Effective administration skills	E	AF/I
Time management skills	E	AF/I
Ability to contribute ideas for developing the site	E	AF/I
Ability to monitor performance and ensure contract compliance	E	AF/I
Excellent customer service skills	E	AF/I
Knowledge of Health & Safety legislation	E	AF/I
Knowledge of CoSHH legislation	E	AF/I
Knowledge of processes for engaging contractors	E	AF/I
Knowledge of Recruitment & Selection procedures	E	AF/I
Excellent numeracy skills	E	AF/I
DIY, maintenance and repair skills	E	AF/I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	AF/I
IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)	E	AF/I
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to undertake relevant development	E	I
5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	I
6. Willingness to respond to emergency callouts	E	I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

