

LONDON BOROUGH OF NEWHAM

JOB SPECIFICATION

Title of Job: Site Supervisor

Grade: Scale 3

Job No(s): ED33

Department: Education

Section: Primary School

JOB SPECIFICATION

PERSON REPORTS TO: School Finance Manager/SLT

PERSON SUPERVISES: None

PURPOSE OF JOB:

To be responsible to the head(s) of establishment for the maintenance, cleaning, security, heating, health and safety, and other general site services within the premises.

EQUAL OPPORTUNITIES:

The Council 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:

- 1 To be responsible for the planned and ad hoc maintenance and upkeep of the premises, the buildings, their non-curricular contents and grounds - including determining in accordance with established guidelines whether repairs / maintenance should be undertaken directly or to request contract services; to liaise with appropriate staff in the Education Office and other departments of the Council on all aspects of maintenance.
- 2 To be the client monitoring officer in relation to contracts, ensuring that contract specification is achieved and that any errors or omissions are remedied speedily, and to undertake the direct repair of fabric, services and fittings within recognised competence levels.

- 3 To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating and water services on the premises, including when appropriate lifts and swimming pools. To take appropriate action to ensure and monitor proper and safe levels of lighting, heating and ventilation.
- 4 To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff (or allocating and managing staff under the postholder's control in Voluntary Aided Schools); to be responsible for emergency cleaning. To advise on and undertake / manage arrangements for cleaning not in the contract as directed.
- 5 To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the Council's guidance and procedures on security and the use of alarm systems, that there is an appropriate system of keyholding management, that periodic reviews of site security are conducted and that appropriate action is followed through; to liaise with Education Office and other Council staff as appropriate. Responsibility for the carriage of school monies to and from banks as required in accordance with Council procedures.
- 6 To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment, the safe storage of any potentially harmful materials and that there is appropriate and effective sign posting.
- 7 To operate the school's administrative systems with regard to the ordering of stock, the checking of invoices, the monitoring of budgets, and undertaking stock checks within the postholder's sphere of responsibility.
- 8 To ensure that appropriate arrangements are made and records maintained for authorised users of the site's facilities and buildings; to manage and operate systems of staff cover for lettings and other out-of-hours usage of the premises.
- 9 To work on own initiative, particularly during school holiday periods and in emergencies, taking all necessary action to ensure the security and maintenance of the premises / site; to liaise with other Council services; to provide appropriate information to head of establishment as required.
- 10 To ensure the movement of furniture, supplies, etc, where required and to arrange for access to the site by authorised persons.
- 11 To interrogate and update on computerised systems in accordance with agreed procedures.
- 12 Such other duties, within the competence of the postholder, which may be required, reasonably, from time to time. This includes gardening, such as lawn mowing, weeding and general maintenance.

Note: The duties of this post may involve working outside normal hours, including weekends and bank holidays, as necessary.

PERSONNEL SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

REQUIREMENT

METHOD OF ASSESSMENT

Both levels

1	Some experience of clerical and practical work.	Application Form / Interview
2	Basic knowledge of clerical procedures. Knowledge of (or ability to learn) modern cleaning techniques and basic handyperson duties.	Application Form / Practical Assessment / Interview
3	Basic literacy and communication skills.	Application Form / Practical Assessment / Interview
4	Ability to prioritise own workload and monitor performance.	Application Form / Interview
5	Willingness and ability to work flexible hours to meet service requirements.	Interview
6	Ability to work as a member of the school team and aptitude for working with pupils.	Interview
7	Clear understanding of equal opportunity issues in both service delivery and employment.	Application Form / Interview