

### Job Description

<b>Job Title</b>	Site Supervisor
<b>Pay scale</b>	<b>Scale 6</b>
<b>Location</b>	<b>LIHT Schools in London Borough of Newham</b>
<b>Responsible to</b>	School Operations Manager and Head Teacher
<b>Purpose</b>	To effectively manage the maintenance, cleaning, security, heating and health and safety of the sites and grounds. You will be a valued member of the school support team and will make a positive contribution to the ethos of the school, providing a high quality professional site management service.
<b>Job context</b>	<ul style="list-style-type: none"> <li>• Working 36 hours per week</li> <li>• Hours of work will be agreed with the successful candidate and may include split shifts</li> <li>• 52 weeks per year.</li> <li>• Occasional evening/weekend work as required.</li> <li>• Keyholding callouts when needed</li> </ul>
<b>Responsibilities</b>	<p>Repairs and Maintenance</p> <ul style="list-style-type: none"> <li>• To carry out site plant assets, health and safety checks to ensure premises in good working order.</li> <li>• 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 contract services.</li> <li>• To monitor premises contracts and services; ensuring that contract specification is achieved, and that any errors or omissions are rectified in collaboration with the line manager.</li> <li>• 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.</li> <li>• To carry out a wide range of handyperson duties using various skills e.g. carpentry, plumbing, glazing, decorating etc,</li> <li>• To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas.</li> <li>• Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.</li> <li>• To arrange preventative planned maintenance (PPM) inspections in line with agreed frequencies with LIHT Facilities Management Service Provider and contractors appointed by the School. Ensuring one inspection is carried out, reports are read in time, recommended remedial actions are booked in with contractors.</li> <li>• To follow LIHT financial procedures to follow the tendering policy when costs reach a relevant threshold.</li> <li>• To make arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries.</li> <li>• Carrying out school based procedures in the event of flood, breaking and entering, accident or major damage.</li> <li>• To identify and prioritise maintenance requirements and prepare and organise work programmes.</li> <li>• To ensure the maintenance and upkeep of specialist equipment as agreed with line manager either by yourself or with contractors (after undertaking necessary training)</li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>• To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff and</li> </ul>



to be responsible for all emergency cleaning.

- To liaise with the Cleaners in Charge on any cleaning issues.
- To advise on and undertake / manage arrangements for cleaning in the contract as directed.
- Monitor general waste, recycling storage and collections ensuring the area is kept clean.

#### Security

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine unlocking and locking up of the 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 alarms.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Be aware and compliant with all fire safety procedures, evacuation zones and drills. In the event of the fire alarm sounding, responsibility for determining why the fire alarm has been triggered.
- Dealing with enquiries from officers and employees of the Learning in Harmony Trust, workers and contractors.
- Working collaboratory with different schools in the Trust , school premises staff, central team and school staff on projects
- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Trust Policies).

#### Health and Safety

- To be responsible for maintaining the premises in 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.
- To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.
- To be responsible for reading LIHT advice given to schools on Health and Safety issues, and recommending appropriate action.
- To complete daily, weekly and termly Health and Safety and premises checks as required ensuring accurately recorded and updating LIHT facilities management software.
- To be responsible for keeping Plant and Equipment Asset Inventory up to date using LIHT Asset Management Software.
- To develop a knowledge of the plant assets on site referring to the Asset Management Software, to ensure where applicable PPMs are completed on time.
- To have day to day responsibility for H&S Compliance liaising with LIHT Competent Person Service Provider.
- Undertake written risk assessments as necessary, accessing templates on LIHT Health and Safety Portal managed by Health and Safety Service Provider.
- Assisting line manager to complete Health and Safety Audits

#### Lettings

- To ensure that appropriate arrangements are made and records maintained for authorised users of the site facilities and buildings.
- Undertake lettings as and when required during the week and weekends

#### Building / Remodelling Works

- In conjunction with the line manager 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.
- To ensure when building site checklists are completed any concerns are added to premises site log to be actioned and where necessary escalated for you to arrange the contractor repair.
- Ensure any areas of the school fabric or equipment that is beginning to deteriorate inform your line manager to agree a plan to manage repairs.

#### Management, Administration and Finance .

- To work on own initiative, particularly during school holidays and in



	<p>emergencies, taking all necessary action to ensure the security and maintenance of the sites , and to prioritise the daily workload</p> <ul style="list-style-type: none"><li>• To be responsible for the ordering of stock, checking of invoices, preparation of estimates and stock checks.</li><li>• To assist the line manager to ensure costs agreed are recorded to manage the premises budget effectively.</li><li>• To use computerised systems in accordance with agreed procedures.</li></ul> <p>Other</p> <ul style="list-style-type: none"><li>• Such other duties, within the competence of the postholder, which may be required reasonably from time to time.</li></ul>
<b>Key strategic responsibilities</b>	<ul style="list-style-type: none"><li>• To plan with line manager for long term replacement of equipment planned maintenance etc</li><li>• To liaise with line manager and other staff regarding Premises issues across the school.</li></ul>
<b>Key safeguarding responsibilities</b>	<ul style="list-style-type: none"><li>• To ensure the school is physically safe for pupils staff and visitors</li></ul>
<b>Line management responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>General responsibilities</b>	<p>All employees are expected to:</p> <ul style="list-style-type: none"><li>• Undertake any training commensurate with the post.</li><li>• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li><li>• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li></ul> <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>

**Site Supervisor - Person Specification**

<b>Attributes</b>	<b>Evidence</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	<p>Good level of numeracy and literacy and IT skills</p> <p>First aid qualification</p> <p>Health and safety qualifications</p>	Yes	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview/Test</p> <p>Test</p> <p>Certificate</p> <p>Certificate</p>
<b>Professional Experience and Knowledge</b>	<p>Handyman skills</p> <p>Knowledge of Health &amp; Safety</p> <p>Understanding of Compliance and Risk Management</p> <p>Working in School environment or similar</p> <p>Worked in a supervisory position</p> <p>Security or key-holding experience</p> <p>Minimum 12 months experience of site supervisor role or similar</p> <p>Managing contract services Obtaining quotes/ordering supplies following procedure</p> <p>Completing risk assessments</p>	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Reference</p> <p>Reference</p> <p>Reference</p> <p>Reference</p> <p>Interview</p> <p>Interview</p>
<b>Personal aptitude, qualities and skills</b>	<p>Willingness and ability to be proactive and flexible responding to the needs of the role</p> <p>Able to understand and apply regulations e.g. health and safety</p> <p>Able to effectively organise, your workload and supervise contractors</p> <p>Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving items.</p> <p>Competent at basic building repairs and maintenance and grounds maintenance</p> <p>Competent at using various IT programs and software at a good level e.g Google Docs, Google Sheets, Google Forms, Google Calendars, Google Email and Premises, Health and Safety Software and Portals training will be provided.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>