St Angela's
URSULINE SCHOOL

Site Supervisor

Salary: Scale 5 (Point 22 – 25)
£22, 506 - £24, 510
Full Time

Reporting to: Premises Manager

Roles & Responsibilities

Repairs and Maintenance

- 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.
- To monitor and review all premises contracts and services; and to be client monitoring officer in relation to contracts, ensuring the contract specification is achieved and any errors/omissions rectified.
- To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating and water services on the premises, including lifts, and to ensure safe levels of lighting, heating and ventilation are maintained.
- To carry out a wide range of handyperson duties using various skills.
- To liaise with appropriate staff in various external organisations on all aspects of premises maintenance.
- To assist in the maintenance of the boilers and their temperatures.

Security

- To monitor and record incidents on the schools digital recording equipment (CCTV) when requested
- To be responsible for the overall security arrangements of the premises including periodic reviews of site security.
- To ensure that staff are aware of the Schools' guidelines and procedures on security and the use of alarm systems.
- To maintain a keyholding system for the school, and to arrange and provide access to the site by authorised persons.

Lettings

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

Health & 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 complete daily, weekly and termly Health and Safety checks as required.
- To ensure the school is free from litter and spillages on a daily basis.
- To be aware of the Health and Safety Act at work and help to maintain the building in compliance with this act
- To assist Premises Manager with health and safety issues and health and safety checklists
- To keep the grounds, paths, courts, clean and free from danger.

General

- 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
- To be responsible for premises related stock checks.
- To assist with cleaning duties when necessary.
- To liaise with Premises Manager on timings of all school functions.
- To set up and clear away chairs/desks for assemblies, liturgies and examinations and the requirements of other school functions
- To use computerised systems in accordance with agreed procedures.
- To ensure adequate site cover for the premises at all times.
- To respond to emergencies in a quick and efficient way
- To drive the Mini Bus and run errands on request
- Such other duties, within the competence of the postholder, which may be required reasonably from time to time.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Person Specification

Requirement	Method of Assessment
At least 3 years' experience of premises management / site supervision preferably in a school.	Application Form
Ability to line manage and motivate a staff team.	Application Form / Interview
Basic literacy and numeracy skills, including clerical skills	Application Form / Interview / Test (Practical Assessment)
Knowledge of, or ability to learn through training, how to use computer systems.	Application Form / Interview
Ability to carry out maintenance / handyperson duties.	Application Form / Interview
Experience & understanding of site issues pertaining to a large building.	Application Form / Interview / Test (Practical Assessment)
Experience & understanding of security issues.	Application Form / Interview
Ability to monitor team's workload and performance.	Application Form / Interview
Ability to work as part of a team and to contribute to team development.	Application Form / Interview
Ability to communicate in a professional, effective and courteous manner.	Interview
Willingness and ability to work flexible hours to meet service requirements.	Application Form / Interview
Clear understanding of equal opportunities issues both in service delivery and employment.	Application Form / Interview