LONDON BOROUGH OF NEWHAM - EDUCATION DEPARTMENT
MARYLAND PRIMARY SCHOOL

Job Title: Site Supervisor **Grade:** Scale 4

Reporting To: Deputy Head Teacher **Supervises:** Cleaners

Purpose of Job:
To effectively manage the maintenance, cleaning, security, heating and health and safety of the site and grounds. You are valued as part of the school support team and shall make a positive contribution to the ethos of the school, providing a high quality professional site management service.

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:

Repairs and Maintenance

1. 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.

2. To monitor and review all premises contracts and services; and to be the client monitoring officer in relation to contracts, ensuring that contract specification is achieved, and that any errors or omissions are rectified.

3. 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.

4. To carry out a wide range of handyperson duties using various skills e.g. carpentry, plumbing, glazing, etc,

5. To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas.

6. To liaise with appropriate staff in the Education Department and other Council Departments on all aspects of premises maintenance.

Cleaning

7. To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff and to be responsible for all emergency cleaning.

8. To liaise with the DSO cleaner in charge on any cleaning issues.

9. To advise on and undertake / manage arrangements for cleaning not in the contract as directed.

Security

10. To be responsible for the overall security arrangements of the premises including periodic reviews of site security and to consult with the police, Newham Security Services and others on measures to improve security.

11. To ensure staff are aware of the Council's guidelines and procedures on security and the use of alarm systems.

12. To maintain a keyholding system for the school, and to arrange for access to the site by authorised persons.

Health and Safety

13. 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.

14. To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.

15. To be responsible for reading and distributing the LEA advice given to schools on Health and Safety issues, and recommending appropriate action. To complete daily, weekly and termly Health and Safety checks as required.

16. Undertake written risk assessments as necessary.

Lettings

17. To ensure that appropriate arrangements are made and records maintained for authorised users of the site facilities and buildings.

18. To manage and operate systems of staff cover for lettings and other out-of-hours usage of the premises.

Building / Remodelling Works

19. In conjunction with the Head Teacher 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.

20. To assist in the preparation and progress of new equipment / furniture orders and deliveries to meet the school premises development plan.

Management, Administration and Finance

21. 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

22. To be responsible for a budget and the ordering of stock, checking of invoices, monitoring of budgets, preparation of estimates and stock checks.

23. To use computerised systems in accordance with agreed procedures.

24. To ensure adequate site cover for the premises at all times.

Other

25. Such other duties, within the competence of the postholder, which may be required reasonably from time to time.

PERSONAL 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/Practical Assessment
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