St James’ C of E Junior School

**Job Description for Site Supervisor**

Grade 4

Person reports to: The Head Teacher

Person Supervises: Cleaning Staff, Maintenance workers on site

Purpose of job: To be responsible to the Head teachers, Governors and Leadership team at St James’ C of E Junior School for:

Purpose of post:

Maintenance of the establishment

Monitoring cleaning

Monitoring collection of rubbish

School security

Temperature control of the establishment

Health and Safety of the premises

Other general site services within the premises

And in addition to fulfil the higher level of duties and responsibilities for:

Being an active member of the maintenance committees

Being responsible for managing and maintaining budget allocations

Co-operating fully in Performance Management

Carrying out a wide range of maintenance duties

Carrying out painting programmes and other improvement works

Evaluating internal and external maintenance projects

Initiating and supporting change for school improvement re. maintenance

Attending school based and external training

**Duties and Responsibilities**

**Duties expected at scale 4**

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 department 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.
3. To liaise with relevant sections with regard to queries concerning the level of service provided. To contribute to the monitoring and regular review of all major contracts and services provided to the establishment.
4. To be responsible for ensuring the efficient operation of all mechanical, electrical, heating and water services on the premises. To take appropriate action to ensure and monitor proper and safe levels of lighting, heating and ventilation.
5. To ensure the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff; to be responsible or emergency cleaning. To advise on and undertake/manage arrangements for cleaning not in the contract as directed.
6. To have oversight on the removal of rubbish from the site.
7. 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 key holding management, that periodic reviews of site are conducted and that appropriate action is followed through; to liaise with the Education Office and other Council staff as appropriate.
8. 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 signposting.
9. To operate the school’s administrative systems with regard to the ordering of stock, the checking of invoices, the monitoring of budgets, the preparation of estimates and undertaking stock checks within the post holder’s sphere of responsibility.
10. 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 other out of hour’s usage of the premises.
11. To work on own initiative, particularly during school holidays 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 teachers as required.
12. To ensure the movement of furniture and supplies etc. when required and to arrange for access to the site by authorised persons.
13. To deploy and supervise staff under the post holder’s control, and assisting in identifying their training requirements.
14. Such other duties, within the competence of the post holder, which may be required, reasonably from time to time