



Edinburgh Primary School



JOB DESCRIPTION

Job Title:	Facilities Management Supervisor Apprentice (Site Services Officer)
Grade:	National Apprentice Rates £25,997 (reviewed April 26) 24-month fixed term contract
Responsible to:	Site Manager/Head of Business/Headteacher
Responsible for (where relevant):	Team of cleaners once more experience gained.
Hours.	36 hours per week - Postholder will be flexible dependant on the school calendar. In the main will be 10am -6.15 Split shift to cover absence starting at 6am – 9.45am – 2-30- 6pm will be required to cover site managers holidays/absence (overtime/flexible hours may be required) After school lettings/meetings will adjust working hours.

Apprenticeship Facilities Management Supervisor Level 3 will be offered. The role will always be subject to reviews and the placement may be terminated if the apprenticeship is not completed. A permanent role may be available at the end of the course but is not guaranteed.

Job Purpose

The postholder will work closely with and shadow the Site Manager, learning all aspects of the role with a view to progression, ongoing training will be provided. You will ensure the site is safe, well maintained and provides a welcoming environment for all users.

The post holder will, under the guidance and instruction of the Site Manager and Senior staff support the effective management, maintenance, and security of our shared and complex school site.

The post holder will liaise daily the cleaning team on caretaking issues, supervise the



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cleaners and the cleansing service of the school ensuring the current high standards are maintained.

Under the guidance of the Site Manager, the post holder is responsible for ensuring the security of the school premises, assisting in the maintenance of any machinery or plant within the school and helping maintain the internal and external fabric of the school's premises as a safe working environment, reporting any issues to the Site Manager as soon as aware.



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Key External Contacts

- Contractors and suppliers
- Facilities providers
- Parents
- General Public

Key Internal Contacts

- Head Teacher/Site Manager/Site Services Officer
- Cleaners
- Staff
- Pupils

Major Tasks, Duties and Responsibilities – the post holder will undertake the apprenticeship working towards;

1 Key Activities - Operational

Security

- Lock/unlock all school buildings and areas using the electronic system
- The post holder will be a key holder
- Assist with regular security checks internally and externally of site
- Monitor CCTV and operate alarm systems where appropriate liaising with external agencies and police as directed.
- Cover lettings, with notice these may be evenings or weekends.
- Respond to Alarm call outs if required.
- Record and update asset management of all school assets conducting an annual audit and ensuring all items are smartwater identified.
- Ensure risk assessments are available for all works to the school and the correct security checks for visitors are in place, using the school current procedures.
- You will be expected to be flexible and work a split shift to cover colleague's absence and amended hours during school holidays when activities will be on site.

Cleaning and Maintenance

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Assist with operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection with due regard to the schools recycling processes
- Undertake cleaning duties including graffiti removal, litter-picking and ensure that the site is always clean, tidy and safe.



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- Undertake emergency cleaning duties, you will be expected to cover cleaning duties in the absence of staff and cleaning during the day as required,
- Undertake routine "client" tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting, puddle sweeping
- Assist with the maintenance of specialist sports equipment following training
- Coordinate deliveries to the school site

2 Key Activities - Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake record keeping as directed using paper and IT based systems producing the required safety reports
- Follow the PPM and updates as per the school electronic system
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to the Line Manager and record using the school systems
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches to the Line Manager
- Ensure lights and other equipment are switched off as appropriate with an awareness of safety and energy saving.

3 Key Activities – Organisation & Supervisory

- Supervise cleaners and ensure working and holiday rotas are covered and cleansing specification is adhered to addressing any staffing issues and bringing to management when required
- Maintain and arrange orderly and secure storage of supplies monitoring and reducing unnecessary waste with a view to reducing the school carbon footprint
- Escalate any staffing or cleansing/safety concerns to line manager promptly
- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Operate everyday equipment safely and in accordance with instructions
- Liaise with/supervise work of the cleaners by ensuring they carry out priority tasks and that rotas are adhered to.
- Supervise contractors whilst on site as directed by Line Manager
- To be available to cover lettings at short notice



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4 Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required to adhere to the required level of compliance for the school safety
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

Working hours to be discussed with School Business Manager and Premises Manager and working pattern to be determined based on the working hours and the growing needs of the school.

5 Public relations

- Assist in promoting the school to different audiences and raise the profile within the local community.

6 Equality of Opportunity

- As a member of school staff to take individual and collective professional responsibility for enforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.



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Other requirements:

- To have an up-to-date Enhanced CRB Disclosure.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Be aware of all documents produced during the time at the school remaining the commercial documents of the school.
- To uphold and comply with the provision of the Health and Safety at Work Act 1974 and any other relevant Council Policies relating to Health and Safety at work.
- Ensure identification and familiarisation with all policies that cover procedures and processes for data protection;
- To understand data breaches, the reporting procedures and timescales for reporting;
- Ensure that data protection and risk management is an important and regular part of behaviour in school.



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Facilities Management Supervisor - Apprentice

(Site Services Officer)

Person Specification

1. Experience

- Previous experience in site/facilities management, caretaking, or maintenance (desirable)
- Experience of working environment and reliability
- Experience working in a school or similar environment (desirable)
- Experience working as part of a team
- Supervisory experience (desirable)
- Good knowledge of ICT or experience of using online PPM systems.

2. Qualifications

- Willingness to undertake induction training
- NVQ 2 **OR** equivalent qualification, experience and a willingness to train to achieve via a recognised apprenticeship if required.
- Evidence of continuing development and learning.

3. Knowledge, Skills and Abilities

- Commitment to upholding and promoting the ethos and values of the school
- Ability to relate well to children and adults
- Proactive and willing to learn the complexities of this school site to be able to work unsupervised
- Ability to self- evaluate learning needs and actively seek learning opportunities sharing knowledge with team members.
- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures
- Understanding of health and safety legislation and compliance in schools
- Willingness to gain awareness of COSHH regulations
- Awareness of health and hygiene procedures
- Willingness to gain knowledge of moving and handling procedures
- Experience working as part of a team
- Ability to use IT systems to keep records and manage facilities tasks
- Willingness to use relevant equipment, this will include machinery and also record keeping via online IT system
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards
- High standards of integrity and professionalism
- Commitment to safeguarding and promoting the welfare of children



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- Flexible to meet the changing needs of the school

There will be a test situation at the interview to assess skills.

Disqualifying Factors

Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the school's Equal Opportunity Policy