



**KIRKHAM**  
GRAMMAR SCHOOL

## **SITE SUPERVISOR FULL TIME**

**CONTRACT TYPE: PERMANENT**

**SCALE: NJC**

### **BACKGROUND**

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 850 pupils on roll. The Senior School has 590 pupils in an age range of 11 - 18 years. The Headmaster is responsible for running the school, assisted by his Senior Leadership Team. There are close links with the Junior, Infant and Pre-School, situated across the road, which has 250 pupils on roll. The Governing Body and Bursarial Department are common to both schools.

### **THE POST**

This position gives the opportunity for the right person to get involved in a busy Site Supervisors' Department which is an integral part of this excellent independent school's life. The suitable candidate will work both on their own and as part of a team within the department to ensure that a professional, helpful and friendly representation is portrayed at all times. The incumbent will need to have a flexible approach in order to respond to a varying set of requests, necessitating knowledge of the running of this busy department and the school in order to assist staff, students, external contractors and callers. It is important to have a mature attitude to cope with the demands of the varying situations and problems that may arise daily.

### **RESPONSIBILITIES**

Weekly meetings will be held with the Deputy Head (Operations) and Senior Site Supervisor.

The post holder will work with the Headmaster, Headmistress, Deputy Head (Operations), Governing Body and fellow colleagues in developing a safe secure and well maintained school and assist in the management of the campus.

The overall duties/responsibilities will include the following areas:

- a) Maintenance and upkeep of buildings and surrounding areas;
- b) Health and Safety matters;
- c) Security;
- d) When appropriate help manage all personnel undertaking work in school in respect of Points 1, 2 and 3.

In respect of these overall duties/responsibilities the following more detailed descriptions are not intended to be exhaustive, they are illustrative of the particular tasks involved.

**REPORTS TO:** The Deputy Head (Operations) and Senior Site Supervisor

## **PERSON SPECIFICATION**

### **A Engineering**

- monitor efficiency of energy plant ie heating units and water consumers;
- heating of the premises, inspection and monitoring of the heating system;
- reporting faults, damage and break-downs; this will include the engagement of contractors in an emergency, or more usually, contact the Senior Site Supervisor.

### **B Building and Equipment**

General handyman duties including repairs and maintenance, eg:

- unblocking sinks and wastes etc;
- replacement of tap washers and ball cocks;
- repairs to furniture and classroom equipment;
- minor painting and decorating;
- minor building repairs;
- replacement of light bulbs, tubes, fuses, starter motors;
- liaison with and supervision of contractors on site;
- rectifying faults, damage and breakdowns as above.

#### **In respect of A and B:**

- to help ensure maintenance contracts are fulfilled;
- to operate maintenance/repairs within the agreed budget;
- if required keep records of maintenance work undertaken by contractors and monitor such work;
- ensure all visitors are aware of signing in and out records.

To prepare, in consultation with the Deputy Head (Operations) and Senior Site Supervisor, a routine maintenance schedule. Liaise with the Senior Site Supervisor on the planned maintenance programme and implement as requested.

### **C Cleaning**

- to undertake cleaning duties, when necessary both inside and out.

### **Outside Duties**

- gathering and removal of litter (including glass), leaves and herbage from hard surface areas;
- clear paths and steps of snow and ice and treat with rock salt;
- regular inspection of drains, gullies, grids, gutters and traps, ensuring free of debris etc;
- within reason, unblocking of drains and disinfecting;
- replacing broken/missing drain covers;
- tidy dustbin areas and hose down;
- marking playgrounds and car parks

- ensure the grounds are litter free.

#### **D Porterage Duties**

- the distribution and relocation of equipment;
- set up and move furniture as required;
- distribute mail, parcels, etc. as required;
- distribute canteen provisions as directed by the Catering Manager.

#### **E Lettings**

In respect of agreed lettings, the post holder will be responsible for:

- the provision of access for the hirer;
- the provision of services as agreed in any contract.

#### **F Health and Safety**

- To be aware of Health and Safety regulations and to ensure site and all equipment etc. conforms to the requisite standards;
- ensure fire and security alarms and equipment are regularly checked and maintained in working order;
- to participate in Fire Drills and ensure records of this are maintained;
- to report any accidents on site.

#### **G Security**

The post holder might be requested to be a key holder and possibly responsible for ensuring access to police on call-out by the school alarm. Assist with all matters relating to security of buildings, securing doors/windows and gates shut/locked.

#### **H GENERAL**

- other responsible duties as determined by the Headmaster, Headmistress, Deputy Head (Operations), Senior Site Supervisor and/or Governing Body consistent with the post;
- to report/talk with the Deputy Head (Operations), Senior Site Supervisor and Colleagues regularly on all matters relating to this post;
- assisting in the preparations for open events and special functions.

#### **FURTHER INFORMATION**

To enable the post holder to fulfil the responsibilities and tasks of this post, he/she must be willing to undertake appropriate training/attend training courses as determined and agreed by the School Deputy Head (Operations) and Senior Site Supervisor.

#### **Hours of work:**

7.00 am - 4.00 pm;  
with one hour lunch break per day;  
plus overtime as required

#### **Holidays:**

4 weeks holiday in the first year, rising to 5 weeks in the second year;  
plus Public Holidays per annum

**Salary:**

£9.00 per hour

**Pension:**

Voluntary Contributory Pension Scheme

**APPLICATION:**

By application form and supporting letter, together with details of your current remuneration package to:

Miss S L Felton  
HR Administrator  
Kirkham Grammar School  
Ribby Road  
Kirkham  
Preston  
PR4 2BH

Tel: 01772 684462

The post is subject to two satisfactory references, DBS clearance, verification of qualifications and completion of a Medical Questionnaire

Closing Date for Applications: 12 noon Friday 11 December 2020

Interviews to be held shortly after closing date