

# Lancashire County Council Combined Role Profile

## Grade Profile – Site Supervisor 3 (Grade 5)

<b>POST TITLE:</b>	Site Supervisor 3
<b>GRADE:</b>	Grade 5
<b>CAR USER:</b>	
<b>LOCATION:</b>	<b>ST CECILIA'S RC HIGH SCHOOL</b>
<b>RESPONSIBLE TO:</b>	Headteacher / School Business Manager / Site Manager
<b>STAFF RESPONSIBLE FOR:</b>	Cleaning Staff
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Acting with limited supervision, the postholder will supervise a cleaning team.</p> <p>Assisting with lettings, including afterschool events ie: Parents Evenings and Concerts.</p> <p>Other responsibilities include acting as Health &amp; Safety Officer for site related matters, and related resources to the agreed quality standards and assisting in the drawing up of specifications for contractors.</p> <p>In schools where contract cleaners are engaged, the postholder will ensure the cleanliness of the School premises and furnishings, monitoring compliance with the contractor and report issues in relation to non-compliance to senior management.</p>	
<b>MAIN ACTIVITIES</b>	<p><b>What the Postholder will actually do</b></p> <p><b>What prescribed duties the postholder will have</b></p>
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts</b></p> <p><b>Security &amp; Supervision</b></p> <ul style="list-style-type: none"> <li>- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s)</li> <li>- Available for any Lettings, opening and closing school, afterschool events, including Parents Evenings and Concerts</li> <li>- To supervise the work of the cleaning team.</li> <li>- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the Headteacher/Deputy Headteacher(s).</li> </ul>	

- Monitoring and ensuring the cleanliness of the School premises and furnishings.

### **Caretaking and Maintenance**

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- Carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
  - Basic plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
  - redecoration as appropriate;
  - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
  - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level or glass covered by safety glazing regulations.
- Drawing up, or assisting in the drawing up of specifications, for minor work to be undertaken by contractors in accordance with existing Service Level Agreements.
- Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing Service Level Agreements.
- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the caretaking (and cleaning) staff.
- Making arrangements for window cleaning by the caretaking staff, compliant with Work at Height Regulations.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.

- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertake cleaning as necessary, including closure cleaning

### **Finance**

- To be accountable for small expenditures from an agreed budget.
- To assist the Headteacher, senior management and Governors in the promotion of the school premises to the outside community.

### **Other duties**

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting in the allocation of duties and hours of work.
- Planning own work and that of assistant(s) and cleaning staff. Issues relating to supervision/management of staff.
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff.
- Verifying claims for cleaning staff, fees for lettings and making out forms for the requisition of stores and repairs.
- Maintenance of Inventory of/in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- Undertaking appropriate training
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- To monitor energy consumption, and set up effective systems for recycling school waste.

### **Health & Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the School.
- Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Committee for the School.

- To act as Health & Safety Officer for site-related matters, with appropriate training.

### **General**

- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>
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### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

# Lancashire County Council

<b>Person specification form</b>		
<b>Post title:</b> Site Supervisor 3	<b>Grade:</b> Grade 5	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> ST CECILIA'S RC HIGH SCHOOL		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
NVQ Level 2 qualification in Caretaking (or equivalent)	D	
NVQ Level 3 qualification in Caretaking (or equivalent)	D	
Full driving licence (at School's discretion)	D	
<b>Experience</b>		
Experience of undertaking a caretaker or site supervisory function	D	
Experience of supervising staff	E	
Experience of writing maintenance programmes	D	
Experience of planning and programming work	D	
Experience of testing portable electrical equipment	D	
Experience of budget management	D	
Experience of working within a school	D	
Practical experience of monitoring contract arrangements	D	
<b>Knowledge, skills and abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard	E	
Ability to manage, train and develop staff	E	
Ability to resolve conflict	E	
Ability to develop effective working relationships	E	
Attention to detail skills	E	
Ability to work as part of a team	E	
Good oral and written communication skills	E	
Flexible attitude to work	E	
Ability to work in an organised and methodical way	E	

Time management skills	E	
Knowledge of Health & Safety guidelines	E	
Knowledge of CoSHH guidelines	E	
Knowledge of Recruitment & Selection procedures	E	
Good numeracy skills	E	
Basic DIY, maintenance and repair skills	E	
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	
IT skills	D	
Good interpersonal skills	E	
Positive approach to customer care and service delivery	E	
Commitment to undertaking relevant training and development	E	
First aid certificate	D	
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Willingness to undertake MIDAS training course (where minibuses are required)	D	
5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	
6. Willingness to respond to emergency callouts	E	
7. Satisfactory attendance record/commitment to regular attendance at work	E	
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		