



TANFIELD
SCHOOL

HARD WORK | TRUST | FAIRNESS

JOB DESCRIPTION

POST: FACILITIES SUPERVISOR

Reports to:	Business Services Manager
Start date:	1 September 2021 or as soon as possible thereafter
Grade:	Grade 2, SCP 3-4
Salary:	£18,562-18,933 (pro-rata)
Contract type:	Permanent, 30 or 20 hours depending on candidate, whole time

Purpose:

- *To take an active role in ensuring the learning environment of the school meets the needs of stakeholders as a member of the Business Services Team which encompasses of Facilities and IT Support Services.*
- *To be responsible for the maintenance and security of school premises and site, ensuring a safe environment.*

Areas of responsibility and key tasks

Security and Health and Safety of Facilities

- Unlock/lock and secure all buildings and perimeter fence gates at beginning, during and closure of school premises, subject to shift patterns.
- Operation of fire and security alarms system
- To carry out weekly call point tests on the fire alarm system and record on the school's electronic system
- To carry out weekly tests on the emergency lighting system and record on the school's electronic system
- Be available to open and close premises for activities after school and supervise lettings as required
- Asbestos Management, ensuring all contractors on site have sight of the Asbestos Management Plan prior to carrying out any works and only once the register has been signed as required
- Visually inspect the site on a daily basis, reporting any defects immediately on the school's electronic system

Porterage and maintenance duties

- Distribute furniture, resources and deliveries around school as required
- Assist with preparation of events and meetings as required
- Collect and dispose of broken furniture as required, updating the school's electronic system
- Regularly inspect student toilets and ensure any vandalism is logged on the school's electronic system and reported to be investigated at the earliest opportunity
- Liaise with service contractors by email and over the phone and those who attend to work on site

TANFIELD SCHOOL
HEADTEACHER Steven Clough BSc (Hons) NPQH

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- Empty waste bins after lunch daily
- Record meter readings in the school's electronic system on a weekly/monthly basis
- Carry out any repairs where possible. Whereby a repair cannot be completed, update the school's electronic system with action taken/further action required
- Carry out minor plumbing repairs when required, i.e. unblocking sinks, hand basins, toilets and waste taps
- Maintain and repair blinds, curtain fittings and painting of any wooden frames when required
- Carry out redecoration of premises on a rolling programme and as required
- Clear all gutters, gullies and drains as part of the annual maintenance regime and as required
- Visually inspect the condition of the premises, ensuring corrective action is identified at the earliest opportunity

Lighting, heating and cleaning of the premises

- Check the heating system daily and report faults on school's electronic system
- Replace faulty light tubes/bulbs at the earliest opportunity
- Cleaning of light fittings on a rolling programme
- Clean accessible windows that do not form part of the school's cleaning contract
- Undertake cleaning duties in the event of an emergency i.e. accidents/spillages during the school day and specialist cleaning tasks
- Support the school's cleaning contractors as and when required
- Carry out frost/holiday procedures as necessary

External Duties

- Sweep pavements and steps regularly
- Painting of yellow lines on steps on an annual basis
- Clear snow and grit pavements when required
- Ensure that grassed, tarmac and AstroTurf areas are free from debris and glass
- Ensure all areas of the site are free from litter and weeds on a daily basis
- Car park duty on a daily basis, subject to shift pattern
- Carry out decoration as and when required

Pastoral Care

- Report incidents that are witnessed regarding student welfare
- Support the school with supervision duties at break and lunch times on a daily basis, subject to shift pattern

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school site
- Undertake any necessary professional development pertaining to the role and as identified in the school development plan

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders' professional responsibilities and duties. The duties may change from time to time commensurate with the grading level of the post and following consultation with the officer which may involve a Trade Union representative.

All overtime is to be agreed in advance with the line manager. There is a requirement to work flexible working hours to suit the needs of the school, particularly during the school holiday periods and to provide cover as and when required.