

Site Supervisor



Application Pack



Could you be the next member of the Preston family? ...

Site Supervisor

Band F Scale Point 7-8

£13,576-£13,847

Required from November 1st 2021 or as soon as possible thereafter

Part time (25 hours per week)

Permanent

Are you looking for a new and exciting opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Preston Primary School may just be looking for you...

Preston Primary School is situated on the outskirts of Eaglescliffe and has an outstanding reputation within the local community and further afield. We are a one form entry school with an additional base for children with hearing or visual impairments.

We don't just need a site supervisor – we need someone with high standards who loves to fix, clean, build, unblock, paint, clean, mow and take genuine ownership and pride in our school estate. In return, we can promise a school full of amazing children, a genuine staff team and a well-resourced environment. You will be responsible for a team of cleaners and liaise with the school administrator to ensure we have the best school environment we can. In return you will join an amazing team of people who are passionate about giving our children the best start to their educational journey.

If you think you'd like to work with us, please read the job description and complete an application form, found on the school webpage at <https://www.prestonprimary.co.uk/vacancies/>

Applications should be returned to school by post or emailed to enquiries@prestonprimary.co.uk

Important dates:

Closing date:	Friday 15 th October – 9am 2021
Shortlisting date:	Friday 15 th October 2021
Interview date:	Wednesday 20 th October 2021
Start date:	1 st November 2021 or as soon as possible thereafter

If you are not contacted by Monday 18th October, please assume that you have not been shortlisted on this occasion.

In line with Lingfield Education Trust's Recruitment & Selection Policy, please note that we are unable to accept CVs – the full application form must be completed and any information provided on CVs will not be considered for short-listing purposes.

This position is whole time i.e- employees who must work all year round (52 weeks per year), including during school closure periods. These employees will have a leave entitlement of 31 days which must be taken when the schools are closed.

This post is not open to job share.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Further details are available from Mrs. Sue Richardson, Headteacher of Preston Primary School, or Mrs. Fran Brown, Administrator. Please call 01642 784735 for an informal discussion.



Job Description

POST TITLE :	Site Supervisor
GRADE :	Band F Scale Point 7-8 £13,576-£13,847
JOB PURPOSE :	To ensure a high standard of accommodation for the children and staff of the school, through ensuring safety checks, cleaning and maintenance are completed. To supervise facilities teams and liaise with office staff to ensure compliance with health and safety legislation and requirements.

MAIN DUTIES/RESPONSIBILITIES

Professional Duties

Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them).

1. Carry out minor maintenance repairs / handyman duties in school buildings and to school equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris, repairing school furniture as required, erection of shelving, notice / display boards, hanging of pictures (please note that this list contains examples only and is not exhaustive).
2. Carry out cleaning and portage duties as required during the operational hours of the day, including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, animal foul). Emptying bins and ensuring storage areas are kept clear and tidy.
3. Conduct and record regular testing of alarms in school building(s) including Fire Alarms and Security Alarms.
4. Ensure that all firefighting equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits.
5. Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting, and replacement of cracked paving stones.
6. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather.
7. Advise contractors on site of school health and safety procedures when carrying out work. To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
8. Undertake and update energy efficiency records in line with the school policy and procedure (including water, electricity and gas as appropriate).



9. Maintenance of the heating and water system as required including the reporting of major repairs to contractors / service providers as appropriate.
10. To inform the Leadership Team and liaise with appropriate personnel of the Local Authority regarding inconsistencies after evaluating works carried out on the premises
11. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
12. Checking, safekeeping and ordering (where appropriate) of school supplies relating to building cleaning, maintenance and security items.
13. Service of any lettings organised by the school, including the setting out of any equipment and / or furniture as required by clients.
14. Responsibility for the security of the school building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
15. Responsibility of 1st key holder for school and undertake associated call-out duties on behalf of the head teacher on a 24 hours basis. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building(s) is / are secure.
16. Porterage of supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff. Including, when necessary, co-ordination and control of onsite car parking for goods vehicle deliveries.
17. Work with and in co-operation with cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows.
18. To undertake willingly training required to successfully complete role to the required standard
19. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
20. Contribute towards the developing ethos of Preston Primary School.
21. To comply with wider Trust policies and procedures as well as Health and Safety policies, organisations statements and procedure, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the School may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please note that whilst the position is based at Preston Primary School, the Trust reserves the right to direct its staff to work across the Trust family of schools, if required.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.



Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	• COSHH training	AF/I/R/C
				D2	• Health & Safety training	AF/I/R/C
				D3	• To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline or other recognised qualification	AF/I/R/C
Experience & Knowledge	E1	• At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work	AF/I/R	D4	• Previous cleaning experience	AF/I/R
	E2	• Experience in the application of Health and Safety legislation. Able to carry out health and safety checks and maintain relevant records	AF/I/R	D5	• Ability to use heavy cleaning equipment, e.g. buffer	AF/I/R
	E3	• Experience of cleaning and using general cleaning equipment	AF/I/R	D6	• Working at heights training	AF/I/R/C
	E4	• To be able to carry out general repairs without guidance	AF/I/R			
	E5	• Ability to line manage staff successfully	AF/I/R			
	E6	• Ability to work as a team member	AF/I/R			
	E7	• Ability to work to deadlines	AF/I/R			
Personal Attributes:	E8	• Pleasant and friendly manner	I/R			
	E9	• Polite and punctual	I/R			



	E10	<ul style="list-style-type: none"> Reliable 	AF/I/R			
	E11	<ul style="list-style-type: none"> Commitment to achieving high standards of cleanliness and hygiene 	AF/I/R			
	E12	<ul style="list-style-type: none"> A commitment to working as part of the whole school team and supporting the vision and aims of the school 	AF/I/R			
	E13	<ul style="list-style-type: none"> A willingness to work outside of normal working hours (overtime payable). 	I			
	E14	<ul style="list-style-type: none"> A willingness to attend relevant training. 	I			
	E15	<ul style="list-style-type: none"> To be proactive in maintaining and improving the standards of the school site 	I			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference

