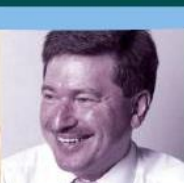




Careers as
individual
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STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Stockport Council Job Description

Job Title: Site Supervisor

Vacancy Number:

Department:

Directorate :

Children & Young People

Salary Grade: Scale 3

Post Reports to: School Business Manager

Post Responsible for: No responsibility for staff

Main Purpose of the Job:

The Site Supervisor is responsible to the Headteacher, with line management by the School Business Manager for the maintenance of the school buildings and facilities. The Site Supervisor is responsible for the safety and security of the premises including the management and operation of the fire and burglar alarms along with key holder duties. There is also a responsibility for maintaining lighting, heating, cleaning and porter duties. In addition, the Site Supervisor will also be expected to undertake administrative and clerical duties.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

Major Duties and Responsibilities:

- i) Buildings & facilities
- ii) Health, safety, wellbeing and security
- iii) Lettings operations and administration
- iv) Maintenance of plant and work equipment
- v) Grounds maintenance
- vi) Cleaning (COSHH) and management of cleaning staff
- vii) Sustainable energy management

Job Activities:

Buildings & Facilities

- i) To undertake repairs to school infrastructure.
- ii) To undertake duties that involve manual handling
- iii) To unlock and lock the school – this will involve lone working.

Health, safety, wellbeing and security

- i) To act as the schools health and safety co-ordinator and manage health and safety around the school including risk assessments, fire safety, water hygiene and general site safety
- ii) To ensure that the premises are kept secure and safe, ensuring the alarm is activated & deactivated & premises are secured.
- iii) To test, monitor and arrange maintenance of the fire and intruder alarms
- iv) To assist the Headteacher in the monitoring of CCTV footage to identify accidents and incidents.
- v) To ensure compliance with all health and safety legislation
- vi) To be a member of the Governing Body Premises Sub-Committee (H&S Committee associate member).

Lettings operation and administration

- i) To assist the Headteacher in the organisation and arrangement of lettings.

- ii) Dealing with members of the public on site during lettings.
- iii) To undertake, as appropriate, overtime duties related to the use of the premises outside normal working hours.

Maintenance of plant and equipment

- i) To undertake regular inspections of the premises to determine the need for repair and maintenance work.
- ii) To keep appropriate documentation and records of repairs.
- iii) To monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.

Grounds

- i) To ensure that the grounds maintenance works are fully completed.
- ii) To ensure that the school grounds are free from litter.
- iii) To monitor the condition of the school fences and gates and to take appropriate action, with the SBM/Headteacher's approval, to repair and improve the perimeters.

Cleaning (COSHH) and management of cleaning staff

- i) To clean designated areas in the school in accordance with best practise and Cleaning Management Institute standards.
- ii) To assist the Headteacher in monitoring the cleaning standards achieved by outside contractors on site.
- iii) To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained

Sustainable energy management

- i) Take and record gas, electric and water meter readings (where applicable solar panel readings)

General

- i) To receive in-coming telephone calls during non-office hours and school holidays
- ii) To ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
- iii) To undertake administrative/clerical duties connected with the caretaking and cleaning service i.e. order forms, stock returns, work orders, time sheets etc
- iv) To undertake such other duties related to the post as may be assigned from time to time.
- v) Portering duties
- vi) Managing contractors and deliveries

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

Signed:

(post holder) Date _____