**Lancashire County Council Combined Role Profile**

**Grade Profile – Site Supervisor 2(a) (Grade 4)**

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| **POST** **TITLE:** | Site Supervisor 2(a) |
| **GRADE:** | Grade 4 |
| **CAR USER:** | Yes |
| **LOCATION:** |  |
| **RESPONSIBLE TO:** | Headteacher |
| **STAFF RESPONSIBLE FOR:** |  |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** | |
| Under the general guidance of the Headteacher/Senior Managers, to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including porterage, cleaning and maintenance. Management and monitoring of cleaning staff/work. The emphasis of this post will focus on either site supervision or Handyperson activities. | |
| **MAIN What the Postholder will actually do**  **ACTIVITIES What prescribed duties the postholder will have** | |
| **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**    **Security & Supervision**   * To act as a key holder, 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); * Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations; * Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence; | |

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| **Caretaking and Maintenance**   * Undertaking cleaning of allocated area(s), and closure cleaning; * Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements; * Drawing the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the premises which is beyond the competence of the site staff; * Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-   + Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks.   + minor maintenance of the heating system e.g. bleeding radiators;   + minor repairs to school furniture, sports and classroom equipment;   + painting and decorating 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;   + Minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers. * Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean; * Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc; * Ensuring that adequate supplies of cleaning materials and other supplies are available; * 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; * Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate; * Carrying out routine procedures or checks on ancillary equipment, eg. fire alarms, water checks, checking batteries, areas subject to flooding. * Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. |

**Other duties**

* Planning of own workload;
* Undertaking letting and related duties as appropriate;
* Preparing the school premises and site for out of school activities and clearing up after these activities;
* Undertaking training as appropriate;
* Occasional collection of miscellaneous provisions away from school premises, where reasonable;

**General**

* At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments;
* 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.

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| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** |

# 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

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| **Person specification form** | | | |
| **Post title:** Site Supervisor 2(a) | | **Grade:** Grade 4 | |
| **Directorate:** Children and Young People | | **Post number:** | |
| **Establishment or team:** | | | |
| **Requirements**  **(based on the job description)** | **Essential**  **(E) or**  **desirable**  **(D)** | | **To be identified by: application form (AF),**  **interview (I), test (T), or**  **other (give details)** |
| **Qualifications**  NVQ Level 2 qualification in Caretaking (or equivalent) | D | | AF/I |
| Full driving licence (driving licence held for at least 2 years and willingness to undergo minibus driver training if necessary) | E | | AF/I |
| **Experience**  Experience of undertaking manual tasks (e.g. maintenance,  DIY etc)  Experience of security-related duties | D  D | | I  I |
| **Knowledge, skills and abilities**  Ability to work as part of a team | E | | AF/I |
| Good communication skills | E | | AF/I |
| Flexible attitude to work | E | | AF/I |
| Ability to work in an organised and methodical way | E | | AF/I |
| Basic numeracy & literacy skills | E | | AF |
| Attention to detail skills | E | | AF/I |
| Basic DIY/Repair skills | E | | AF/I |
| Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) | E | | AF/I |
| Time management skills | E | | AF/I |
| Ability to manage own workload and prioritise effectively | E | | AF/I |
| Awareness of Health & Safety issues | E | | AF/I |

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| Awareness of CoSHH | D | AF |
| *Good interpersonal skills* | *E* | I |
| *Positive approach to the school community* | *E* | I |
| *Commitment to undertaking relevant training and development* | *E* | I |
| **Other** (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 Minibus driver awareness training course* | E | I |
| *5.* Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings) | E | I |
| 6. Willingness to respond to emergency callouts  7. Satisfactory attendance record/commitment to regular attendance at work | E  E | I  I |
| **Note: We will always consider your references before confirming a job offer in writing**. | | |