**Lancashire County Council Combined Role Profile**

**Grade Profile – Site Supervisor 2(b) (Grade 3)**

**(2b = Contract Monitoring)**

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| **POST** **TITLE:**  | Site Supervisor 2(b)  |
| **GRADE:**  | Grade 3 |
| **CAR USER:**  |  No  |
| **LOCATION:**  |  Ashton Community Science College  |
| **RESPONSIBLE TO:**  | Schools Operations Manager  |
| **STAFF RESPONSIBLE FOR:**  | None |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| Under the general guidance of the Schools Operations Manager, 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. The emphasis of this post will focus on school lettings. The balance of duties will be determined by the needs of the school.  |
|  **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 & Contract Monitoring** * 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; Making sure that the site is safe for evening users in the event of poor weather conditions (i.e. gritting of the paths);
* Dealing with enquiries from hirers and associated users and, where appropriate, advising the Schools Operation Manager of their enquiries. Active presence on site so that hirers are able to engage with the post holder;
* Ensuring that the site is secure during the evening lettings. Actively monitoring the site for trespassers. Closing and opening of the main gates as needed;
* Monitoring of cleanliness of the facilities during the evening use;
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* Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

 **Other duties**

* Planning of own workload in consultation with School Operations Manager;
* Undertaking letting and related duties as appropriate;
* Preparing the school premises and site for out of school activities and clearing up after these activities;
* Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints;
* Undertaking training as appropriate;
* Occasional collection of miscellaneous provisions away from school premises, where reasonable;
* Undertaking banking of cash where required, subject to risk assessment;
* Carrying out an annual check of site maintenance equipment stock against the Inventory.

 **General**

* At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessment;
* 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(b) | **Grade:** Grade 3 |
| **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** **(R) Reference**  |
| **Qualifications** NVQ Level 2 qualification in Caretaking (or equivalent)  |  D  | AF   |
| Full driving licence   | D  | AF   |
| **Experience** Experience of undertaking work with the general public / front facing serviceExperience of security related duties Experience of working / taking part in sports Experience of or understanding of cleaning standards   |  D  D D D   |  AF  AF AF /I AF   |
| **Knowledge, skills and abilities** Ability to work as part of a team  |  E  |  AF  |
| Good communication skills  | E  | AF  |
| Flexible attitude to work  | E  | AF  |
| Ability to work in an organised and methodical way  | E  | AF  |
| Basic numeracy & literacy skills  | E  | AF  |
| Attention to detail skills  | E  | AF  |
| Time management skills  | E  | AF  |
| Ability to manage own workload and prioritise effectively  | E  | AF  |
| Awareness of Health & Safety issues  | D  | AF  |
| Awareness of CoSHH  | D  | AF  |
| Good interpersonal skills  | E  | AF/I  |
| Positive approach to customer care and service delivery  | E  | AF/I  |
| Commitment to undertaking relevant training and development First aid certificate  | D D | AF AF  |
| **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  | AF/ I  |
| 3. Commitment to health and safety  | E  | I  |
| 4. *Willingness to undertake MIDAS training course (where minibus duties are required)*  | D   | AF  |
| *5.* Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings) | E   | AF |
| 6. Willingness to respond to emergency callouts | E | AF |
| 7. Satisfactory attendance record/commitment to regular attendance at work | E | R |
|  **Note: We will always consider your references before confirming a job offer in writing**.  |