

Stratford upon Avon School

Job Title: Site Supervisor

Grade Band F (6-11) plus unsocial working allowance – (salary details at appendix 2)

Hours: 37 hours per week, 52 weeks per year on a 3 week shift system with flexibility as necessary to accommodate the needs of covering and dovetailing across the site team (see appendix 2).

Reporting to: Facilities Manager (FM)

Department: Facilities

Main Purpose of Job:

- To undertake the site supervisory operational duties on a daily basis.
- To maintain a safe, secure, clean and attractive site
- Contribute, with the FM, to overall management of the premises promoting the ethos and character of the school and its community activities in accordance with school policy
- To ensure, by supervision of the site team, the facilities are prepared for time tabled events for school use or external clients, and that facilities used are returned & cleaned ready for school use
- As a member of the site team, to undertake a range of premises duties concerned with the premises including grounds maintenance, general maintenance tasks, student supervision duties in the cafeteria and ancillary duties to support the operation of the school
- Help maintain standards of expected behaviour and undertake duties as required. Challenge and report any unacceptable behaviour of students and customers appropriately
- Operate services such as boiler rooms, arrange maintenance as required and manage contractors
- Assist the FM in planning and co-ordinating capital and minor maintenance schedules and reviewing current operational and safety practices
- Order minor maintenance and premises consumables within agreed budget limits
- Act as a nominated keyholder and attend alarm activations as necessary
- Take responsibility for a specific area of site operation as designated by the FM.

Key areas and activities

1 Site Security and Staff Cover

1.1 Liaise with the FM. Coordinate the site team, shift patterns and absence cover, allocating work and monitoring to ensure quality standards are maintained, instructing associated facilities and cleaning staff in all aspects of their daily work, maintaining a good working atmosphere, ensuring good timekeeping and dealing with day to day problems promptly.

1.2 Implementing site locking and unlocking procedures ensuring all appropriate security measures

1.3 Ensure the school is prepared for external hiring and other uses in accordance with the weekly schedule produced by Lettings and use the electronic booking system to verify customer times, access and requirements.

1.4 To be responsible for security procedures for all site buildings and grounds, including routine and non-routine opening.

1.5 Ensure that procedures in the event of fire, flood, breaking and entering or major damage are carried out, and appropriately documented.

1.6 Ensure provision of emergency access to the building in the event of snow or as a local emergency evacuation centre

- 1.7 Maintain an accurate and up to date staff key register, allocating keys as necessary.
- 1.8 Undertake all monitoring and health and safety checks as required.
- 1.9 Check and undertake the ordering of consumable cleaning and maintenance supplies.
- 1.10 To ensure appropriate systems are followed and to provide general portering duties, accepting deliveries and subsequent dispatch to departments.

2 Maintenance

- 2.1 Maintain the planned maintenance programme, in conjunction with the FM, to ensure that the team can prioritise tasks and optimise the use of their time
- 2.2 To carry out minor repairs (electrical, plumbing and joinery) within the scope of post holder's ability and any training provided
- 2.3 To understand the systems procedures for heating (Boilers/HVAC), HWS, Fire, Fire Safety (evacuation duties/FFE checks/fire doors checks) security (CCTV, Intruder, Access Control) and emergency isolation procedures (electrical/water/waste). Training will be provided for new recruits
- 2.4 To undertake decoration of the facilities in line with the maintenance programme
- 2.5 To undertake cleaning duties to both public and school areas to attain a high level of cleanliness and maintenance of safety standards
- 2.6 To be responsible for managing issues (e.g. litter) relating to the "green environment" including inspections of drains and gullies to ensure they are free flowing and clean, with blockages or damage being rectified, and notified as necessary
- 2.7 Undertake periodic building and cleaning inspections
- 2.8 Inspect and maintain school equipment, particularly for PE and Duke of Edinburgh activities, after use.
- 2.9 Primary liaison with attending contractors, ensuring contractors receive appropriate site induction and safety information, conform to our safeguarding procedures and ensure accurate records are maintained
- 2.10 Management of door keys, issuing and return, to contractors on a daily basis.

3 Health & Safety

- 3.1 Assist the FM in matters of Health and Safety. This may include conducting risk assessments, particular inspections, other ad hoc projects or investigations
- 3.2 Ensure that a programme of Portable Appliance Testing is maintained and appropriately recorded
- 3.3 Ensure that COSHH records are appropriately maintained, and that associated procedures laid down in the school's Health and Safety Policy are adhered to
- 3.4 Ensure fire event records are fully maintained, and testing, service and replacement of equipment conducted at the intervals in accordance with Fire Regulations and legislation.
- 3.5 Be conversant with and undertake fire evacuation duties as required
- 3.6 Ensure that all caretaking equipment is in a safe working condition. Ensure that the caretakers' workshop, office and associated stores are maintained in a clean, safe condition with proper safeguards on access.
- 3.7 Arrange for day to day waste removal as necessary.
- 3.8 Defects and non-compliance with Health and Safety procedures should be reported to the FM.

4 Operational Duties

- 4.1 Operational responsibility for ensuring the BMS hot water system (heating plant) is working on a daily basis to ensure that certain temperatures are maintained in the site buildings, and an adequate hot water supply is available. Ensure that frost protection measures are carried out and report any defects
- 4.2 Operational responsibility for ensuring the fire alarm, CCTV, intruder alarm and access control systems are set and working on a daily basis
- 4.3 To carry out administrative tasks and system checks as required. This may include reception duties
- 4.4 Provide traffic and parking management duties for events as necessary
- 4.5 Provide support for setting up of exam rooms during examination periods

- 4.6 In line with the fluctuating seasonal grounds maintenance programme, to undertake a range of grounds related duties to assist in the management of all external and sporting surfaces, to include litter and debris removal of pathways, car park, fields, shrubberies and boundaries
- 4.7 Day to day management of minibus use, including refuelling, general maintenance and cleanliness and appropriate record keeping, and liaison with other agencies
- 4.8 Any other duties commensurate with the post. Specific additional duties may be agreed with the FM or the Director of Finance & Operations.

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

SITE SUPERVISOR

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week, based on a Monday – Sunday rota, 3-week shift system across the full year i.e. 52 weeks. The rota is spread across three site supervisors typically covering 7.00am to 10.00pm weekdays and weekend hours as detailed below. The nature of this role requires a high level of flexibility and hours worked may vary to accommodate the needs of covering and dovetailing across the site team. The shift pattern is designed to provide cover during the school's designated opening hours, which fit together across the whole site and lettings team. Occasionally there may be some requirement to work on any of the 8 Bank and 4 Statutory holidays. These are subject to suitable notification to the post holder and time in lieu.

An unpaid lunch break of 40-minutes will be taken at a mutually agreed time, by agreement with the line manager to facilitate supervisory duties.

Unsocial Hours

The weekend shift hours are typically, based on working:

Saturday 8.00am – 5.40pm (with a 40-minute unpaid break)

Sunday 8.00am to 1.30pm

14.5 hours per weekend, although flexibility will apply with actual timings subject to lettings/organisational requirements and School Policy.

When working a weekend and, in accordance with the agreed rota, the remaining 22.5 hours for that week are to be worked over 3 days based on a 7.5 hour paid day (with 40-minute unpaid break).

Specific hours to be agreed with Facilities Manager.

With this post there is also the provision for an additional 40 hours per annum to be worked to reflect the non-routine nature of the post for out of hours or emergency events associated with for example a security callout, extended weekend events, exam hall setup or late returning trip. This is equivalent to approximately 1 hour per week during term time as determined by the FM.

Any additional hours, to the 40 hours, and with appropriate pre-authorisation, to be taken as time in lieu unless prior agreement to be paid according to the Pay Policy.

Holidays

- a) 22 days for new entrants. 25 days after 4 years' continuous service. (Pro rota).
- b) An additional 2 days is granted, to be taken during the Christmas period (actual days vary slightly each year).
- c) With the additional 2 days, 4 further days of the annual leave allowance will be required to be taken during the 2-week Christmas closure period.
- d) A total of 8 Bank Holidays and 4 Statutory days, either taken on the day or in the event that the school or sport facilities are open and let on any of these days, taken as time in lieu.
- e) Personal leave can be taken at agreed times and is not restricted to school holiday periods.

Other Benefits

- Free car parking
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band F is within the Scale Point range 6-11, £20,845 to £23,015 per annum plus an unsocial hours' allowance of £1,000 per annum for additional hours and weekend working.

All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This post is subject to an Enhanced Disclosure.

Site Supervisor June 2020