

BEAUMONT SCHOOL

JOB DESCRIPTION



Post: Deputy Site Supervisor
(H4/H5 depending on experience)

37 hours per week full time
10am-6pm Monday to Thursday
10.30am to 6pm Friday

Responsible to: Site Supervisor

OVERALL RESPONSIBILITY

To be responsible for ensuring a clean, safe, well maintained and presented environment for users of the school buildings and grounds by

- When the Supervisor is not on the school site for any reason, the postholder will lead and allocate the activities of the site team to ensure that duties are performed to a satisfactory standard and in an effective and efficient manner, whilst making a significant personal contribution to the work of the team
- Carrying out routine and reactive maintenance across the school site
- Ensuring all school site operational needs are met in a timely manner eg setting up for exams, assemblies and parent consultation evenings etc

The postholder will be proactive and use their initiative and flexibility to meet the varied needs of the school community

TASKS:

The tasks currently associated with the job are:-

- To act as a designated key holder and ensure safe custody of keys issued
- In the absence of the Site Supervisor, lead, manage and direct the premises staff, ensuring work is undertaken in a timely and appropriate manner. This includes taking daily responsibility once the Site Supervisor's shift has ended.
- Carry out inductions for new site staff and on the job training/familiarisation
- To be accountable to the Facilities Manager for the performance of the premises staff
- To meet and deal with contractors attending the site to carry out repairs, refurbishments etc
- Set up for events/meetings as necessary and prepare the premises for use, i.e. lighting, heating and the setting out of furniture/equipment whilst ensuring due regard to health and safety
- Clear and clean up at the end of meetings and/or events and prepare the areas for normal use.
- Liaison with the school's contract cleaners and external lettings company
- Replenishing of stocks of washroom consumables when required and ensuring that the site is in good order including cleanliness.
- To play a role in monitoring contractors providing services for the school.
- Outdoor litter clearance, emptying outside bins and sweeping to ensure a clean and tidy site
- Deliver/move parcels and packages to appropriate departments/personnel
- To gain knowledge of the use and location of the school's plant/equipment, utility intakes and meters, alarm system, fuse boards, stopcocks, CCTV system, access control system etc.
- Carry out handyperson duties which will include daily routine maintenance tasks, minor DIY works e.g. minor repairs to furniture and fixtures, basic decorating tasks, basic plumbing repairs etc.
- Report to the Site Supervisor any damage or faults to the buildings or fixtures and fittings and carry out temporary repairs or actions to make safe. In an emergency arrange for contractors to attend.
- Maintain the asbestos log and ensure H&S practices are being followed.

- Ensure procedures are followed in the event of an emergency situation e.g. fire evacuation
- Maintain a visible presence whilst on duty and remain contactable via the school's designated mobile phone
- To build and maintain good working relationships with staff, contractors and users of the school site
- Ensure the school's buildings are opened and closed at the appropriate times and safe access/egress from the school site is maintained at all times. This will include ensuring the security of the school premises and grounds by locking doors/gates, setting of alarms, closing of windows etc.
- Be a first aider and evacuation chair operator (training provided)
- Drive the school's minibus as and when required
- Attendance is required on the Secondary Transfer Evening and the Sixth Form Open Evening
- Cover the late shift working 2pm-10pm Monday to Thursday and 2pm-9.30pm Friday in the absence of the late shift caretaker which will include securing and locking up the school site. The hourly rate will be enhanced by 20% for hours worked after 6pm.
- To carry out other tasks as designated by the Site Supervisor and Facilities Manager.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.