



POWYS COUNTY COUNCIL ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: Site Supervisor (Secondary School)

JOB CODE: SCH123

BROAD DESCRIPTION:

To be responsible, under the direction of the Headteacher and Finance Manager, for the development, management and operation of the school's premises related business functions (e.g. health and safety, premises management, grounds maintenance, security), systems and procedures.

Responsible for the health and safety aspects for all staff (teaching and non-teaching) in respect of a number of whole-school functions.

Responsible for the development and effective use of the school site.

Responsibility for others:

The post has a direct impact on the well-being of individuals and groups (i.e. physical, mental, social, health and safety), through leading business services to the Headteacher, Governing Bodies, Local Authority and other external agencies.

Responsibility for staff:

The post supervises, checks work, instructs and/or trains a small number of staff. The post is also responsible, as non-professional lead, for all staff (teaching and non-teaching) in respect of a number of whole-school functions e.g. health and safety.

Responsibility for financial resources:

The post has responsibility for the school's budget in relation to all premises related expenditure.

Responsibility for physical resources:

The post has a high level of responsibility for physical resources, involving overall building and site management. The post has lead responsibility for the premises during holiday periods.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

Risk Management / Health and Safety:

- Develop, implement and monitor risk management strategies.

- Establish, monitor and implement the school's H&S policies and systems and ensure compliance with H&S regulations and best practice. This includes the safe management of major H&S hazards such as legionella and asbestos.
- Co-ordinate completion of health and safety risk assessments

Premises Management:

- Manage school premises, including school housekeeping, repairs and maintenance, development of grounds, buildings and the provision of furnishings.
- Develop and monitor the spending of repairs and capital budgets.
- Ensure repairs and improvements are fit for purpose to provide the best learning environment and outcomes for learners.
- Responsible for strategic planning and management of contracts, tenders and agreements.
- Responsible for maintaining the Asset Management Register
- Responsible for acquiring and disposing of equipment and resources as authorised by the governing body.
- Responsible for the development of school facilities for out of school use and maximising income from letting the school facilities.
- Responsible for the ongoing supply of utilities and their maintenance.
- Responsible for ensuring that the management of premises includes planning for sustainability

Security

- Carry out security procedures for the site buildings and grounds
- Undertake routine and non-routine opening and closing and security of premises and grounds
- Take action to prevent trespass on the school site
- Ensure unauthorised parking of vehicles does not occur
- Act as a nominated key holder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours

Cleaning

- Carry out regular inspections of the site premises and monitor the external cleaning contract

Grounds Maintenance

- Carry out regular inspections of the school site, ensuring that the site is kept clear of litter and free from hazards
- Monitor the external grounds maintenance contract

Lettings

- Prepare for after-school activities and ensure accommodation is prepared for normal school use
- Administer lettings in accordance with the school's lettings policy

Other

- Identify and carry out minor repairs and maintenance
- Move equipment and resources as required
- Accept delivery of goods and materials for distribution and storage
- Report any malicious vandalism to line manager
- Check fire alarm and emergency lighting systems on a weekly basis
- Prepare the school's Fire Evacuation Plan and manage termly fire drills
- Carry out snow clearing and gritting of essential pathways

- Keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely
- Oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation
- Undertake cleaning of all heater filters before commencement of the heating season

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

Minimum GCSE level A*-C (or equivalent) in English, Welsh where required and Maths
 A relevant professional qualification in e.g. building management, facilities management, property

Health and safety trained, likely to hold IOSH qualification

Experience of financial management

Supervisory experience

Experience of:

- report writing
- strategic planning
- project management

Good communication skills, both written and oral

Sound ICT skills and able to use databases and word processing packages

Excellent organisational skills

Able to supervise and train premises staff, as appropriate

Able to take initiative and be proactive

Experience of managing estates and contractors safely

Working knowledge of relevant policies / legislation / codes of practice

Ability to speak Welsh or to be prepared to learn within a reasonable time period

This position will require an Enhanced DBS Disclosure Check

To co-operate with their employer and follow health and safety advice and instructions

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy