

JOB DESCRIPTION

DESIGNATION: ASSISTANT SITE SUPERVISOR
POST RESPONSIBLE TO: SITES MANAGER
POST GRADE LEVEL 4

PURPOSE OF THE POST

DUTIES:

1. Security – unlocking and securing premises at agreed times and maintaining the key(s) in their possession for emergencies. Check and repair/report on security fencing and gates.
2. Minor repairs to include minor internal decoration (repair).
3. Checking that the heating and lighting systems are operating satisfactorily, and setting controls for their use.
4. Disposal of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
5. Replacing such consumable on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
6. Ensuring that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
7. Minor plant maintenance in accordance with agreed working practices and procedures.
8. General portage and collection activities.
9. Cleaning of designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc.
10. All equipment and protective clothing necessary for the job will be provided.
11. Security, including testing and operation of the burglar alarm system when installed. Responsible for custodian duties at all times and ensuring the availability of a nominated person for emergency call out on all designated sites.
11. The heating and lighting of all premises including stoking and boiler firing.
12. Health and safety matters included in standard documents covering working practices etc.
13. Oversight of delivery, use, recording and monitoring of all essential services, e.g. gas, oil, water, electricity consumption and having regard to the need for energy conservation and management.
14. Maintaining adequate levels of consumable, equipment etc.

15. Cleaning and maintaining satisfactory standards of appearances of designated areas not covered by alternative arrangements, e.g. outside areas, drains, boiler houses, stores etc. cleaning of a non-routine nature, to include the removal of graffiti and spillage during occupation.
16. Minor repairs to include internal and external decoration, plumbing, joinery, plastering, glazing, electrical, drainage as directed by Head and/or Site Manager.
17. Assist and advise the Head Teacher or Site Manager on matters relating to energy, conservation and other building fabric-related matters.
18. Portage duties – receive goods delivered and distribute to the correct department or location, site.
19. Liaise with Police and Fire Officers in the event of damages or Community emergency.
20. Moving furniture and equipment.
21. May be required to supervise the janitor in the absence of the Site Manager/ Site Supervisor.
22. Any other duties commensurate with the grading of the post as directed by the headteacher.