

King Edward VI Northfield School for Girls



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**

Educational excellence for our City

JOB DESCRIPTION: PREMISES SHIFT SUPERVISOR

Grade: 3

Hours: Full time including school holidays. The post holder will be expected to work a weekly alternating shift pattern of 6.30am – 2.30pm and 2.00pm – 10.00pm, 5 days per week. Please note the shift hours are subject to change dependent on the business need of the school.

Line Manager: The Premises Manager

Direct line management responsibility for: The school cleaners

Main Purpose

- To support the Premises Manager and contribute as a member towards providing an effective and efficient site support service, providing a clean, safe and secure environment for users of the school buildings and grounds.
- As a member of the Site Maintenance Team be responsible for day-to-day operational management, safety and security of the school site.

Shift Supervisor

- To supervise cleaning staff to ensure all areas of the school are cleaned and maintained to high standards.
- To ensure there is adequate cleaning staff in place, ensuring that cleaners are deployed in the most effective manner and where they are most required.
- To monitoring cleaning staff attendance and punctuality, reporting any concerns to the Premises Manager.
- Be the first point of contact for cleaning staff to deal with absences and performance.

Health and Safety

- To adhere to the Health and Safety Policy and carry out their roles and responsibilities with due regard to their own and others, health and safety.
- To ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety and Safeguarding.
- To initiate preventative maintenance by checking buildings and equipment reporting problems or undertaking minor repairs as necessary.
- To assist the Premises Manager with the completion of record keeping concerning site maintenance, health and safety logs/records, checks and servicing in accordance with policies and procedures and health and safety requirements, e.g. water legionella temperature checks, fire alarm and extinguishers, ladder inspections etc.

Maintenance, Repairs and Decoration

- To undertake regular inspections of the site and buildings on a weekly basis, to identify the need for repairs or improvements, including the reporting of defects in buildings, furniture and fittings as required by regulations or the instructions of the Premises Manager, taking remedial action where appropriate.
- To undertake minor repairs and improvements such as painting, erection of shelving, locks, hinges, fencing etc.

- To clean vents, diffusers, shades and replacing light bulbs and tubes where accessible, as necessary. Checking on a regular basis for any minor repairs/replacements and taking remedial action where necessary.
- Ensuring that all drains, gutters and gratings are free flowing and clean. Clearing any blockages where possible.
- Undertaking repairs to school parameters when necessary.
- To ensure that snow and ice is cleared in order to maintain entrance, exit and walkways to all buildings for pedestrians, essential delivery or emergency vehicles.
- Carry out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition.
- Ensure accurate records are kept of all work carried out and logged.
- Check energy and water consumption, as directed by the Premises Manager, to ensure efficiency, reading meters on a monthly basis for example.
- Carry out maintenance and repair work following the classroom and office audit inspection returns.

Security

- Maintain the security of the premises by opening and closing the premises (including time for lettings when appropriate), checking CCTV (where applicable), repairing doors, latches and fences
- Be a first responder to out of hour alarm activations and acting as a key holder for out of hours contact to maintain a safe site.
- Securing the school premises as required when its facilities are no longer required. Checking that all occupants have vacated the site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises at all times.
- Providing access to the school for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Taking appropriate action regarding trespassers, including informing the Premises Manager, Headteacher and Police as appropriate.
- Be a key holder for the school site.

Other Duties

- Operation of the school's heating plant.
- To assist with the general checking and emergency cleaning of parts of the school as directed, and if required provide emergency cover for any absence of cleaners, i.e. dusting, vacuuming, cleaning toilets, emptying bins, litter picking, etc to ensure a tidy environment is maintained.
- Undertake daily and seasonal maintenance of the site and equipment, inside and out, including changing bulbs, clock batteries, door locks, woodwork, decorating and clearing drains and toilets.
- Liaise with the School Receptionist to receive goods and supplies and distribute as necessary, moving items to an appropriate area to keep passage ways clear and hazard free.
- Carry out general portage duties.
- Set up rooms for meetings, events, examinations, etc to the required layout.
- Move such items of school furniture as and when required, with due regard to current Health and Safety Moving and Handling regulations.
- To drive the minibus when required.

Emergencies

- Clean sickness and spillages as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Ensure access for emergency services, assist as necessary and ensure premises are secure.

- Respond to emergency alarms (Fire etc) by checking the Fire Safety Board and ensure that replenishment of soap, towels, toilet paper on site as necessary.

Professional Responsibilities

- Wear the site uniform at all times.
- Ensure appropriate PPE is worn to carry out site duties.
- Meet regularly with the Premises Manager for line-management and Site Maintenance Team meetings.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and comply with all school policies and procedures in particular, relating to safeguarding, health and safety, asbestos management, lone working, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.
- To carry out duties in line with school risk assessments.
- To be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team, appreciating and supporting the role of other people within the team.
- Attend and participate in meetings as required.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Premises Manager and Headteacher commensurate with the grade of the post.

Signed Premises site staff / Shift Supervisor: Date:

Signed Headteacher: Date: