

St Catherine's Catholic Primary School

Job Description



Post Title: Facility Supervisor
Responsible to: Headteacher
Grade: BB04
Responsible for: Cleaning Staff

HOURS:

37 hours per week to be worked across a split shift rota during term time which are required to be flexible comprising a morning shift and an afternoon/evening shift.

The post holder will be required to work flexibly, meaning they may need to work a different pattern during school holiday periods (e.g. 0800 to 1600 Mon - Fri) and they may be required to work overtime e.g. to help facilitate contractor weekend working and/or evening lettings when necessary or to attend emergency/alarm call outs.

ANNUAL LEAVE:

23 days rising to 28 after 5 years' service

JOB PURPOSE:

To coordinate and supervise the support of facility and ancillary services within the school to ensure the building is fit for the purpose. To ensure the delivery of services in accordance with customers' service standards, policies and procedures. To provide a professional and efficient caretaking and maintenance service across all school premises.

Main Duties and Responsibilities

1 Security of Premises

- Ensure that the building is opened on a morning and suitably secure when not in use – this will include checking windows are closed, all exits are locked and gates padlocked, when required.
- Carry out daily security procedures for school buildings and grounds (lights, windows, gates, internal/external doors).
- Act as key holder, respond to calls outside normal working hours as a result of break-ins etc. and/or the setting off of burglar alarms.
- Attempting to prevent unauthorised access/trespass on school premises and grounds.
- Dealing with intruder alarm systems and relevant outside agencies.
- Carrying out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Providing access to the school in the event of emergency situations.
- Ensuring all school functions and meetings can take place on time, setting up for meetings as and when required.
- Ensure all staff are trained in all relevant security procedures.



2 Caretaking and Maintenance of Premises (including fixtures and fittings)

- Implement a planned repair and maintenance programme in line with the Premises Development Plan and health and safety standards.
- Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary.
- Carrying out frost precaution procedures.
- Cleaning and replacing electric light bulbs or tubes.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned.
- Redecoration as appropriate.
- To carry out any minor repairs to school equipment or building. This may include a range of joinery, plastering, plumbing, electrical and painting tasks such as clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc.
- Organise work load and supervise all members of the site team e.g. cleaners, outside contractors.
- Liaise with all contractors and external agencies.
- Ensure the annual health & safety, risk assessment and COSHH actions plans are completed and forwarded to headteacher and deadlines are met, as far as possible.
- Assist with ensuring the building is adequately heated: this will include monitoring boiler house equipment and bleeding radiators etc.
- To inform the office to undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.

3 Cleaning of Premises

- Liaise with Cleaners and ensure the cleanliness of the premises.
- Ensure that a 'deep' clean of all areas is undertaken every school holiday.
- To oversee all aspects of cleaning within the school, ensuring that the school premises and furniture are cleaned in accordance with school policies and standards.

4 Health & Safety

- Manage the requirements of the school concerning its legal obligations towards legionnaire's disease, asbestos, first aid, fire alarms, and portable equipment testing.
- Complete monitoring and inspection programmes and act on reports of building defects as appropriate. Co-ordinate repairs, under the direction of the Head teacher.
- Assist in investigating all accidents reported to the Health & Safety Committee and Local Authority.
- Contribute to the completion of a Crisis Management Plan in liaison with the School Business Manager.
- Respond appropriately to termly safety inspections and compile appropriate H&S reports for stakeholder groups.



- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and to assist in promoting good health and safety standards and practices around school.
- To carry out and record checks to a set timetable using agreed processes and systems 'Every' to help maintain Health and Safety standards and records (e.g. fences, fire equipment, alarm and security systems etc).
- Ensure that relevant health and safety knowledge is kept up-to-date.

5 Grounds Maintenance

- Checking the safety of the outdoor play equipment on a daily basis.
- Sweeping excess dirt from paths and playgrounds and clearing leaves on a weekly basis.
- Managing regular bin collections (kitchen, general, recycling), keeping dustbins clean etc;
- to ensure that all areas of the school are free of graffiti, from debris, and ensure that safe and adequate pathways are cleared in snowy or icy conditions, gritting where necessary.

6 Fire Security

- Fire alarms to be tested weekly and recorded on 'Every'
- Emergency lighting tested on regular basis and recorded on 'Every'
- Ensure that all fire extinguishers are placed appropriately and staff know how to use them;
- Conduct termly school fire drills and write up report along with the School Business Manager.

Additional Information

- Employees will be expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- To engage actively in the performance review and development process.
- To comply with the school's health and safety policy and to undertake risk assessments as and if appropriate.
- To undertake any such other duties within reason, at the request of the Head Teacher/School Business Manager.
- To make a positive contribution to the life of the school following the Catholic ethos.
- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Attend relevant courses and training in connection with all aspects of the post.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BBCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.