

Ysgol Clywedog

Duties & Responsibilities

Post:	Site Supervisor
Responsible to:	Site Manager & Finance Manager
Responsible for:	The school site and buildings being kept in good order on a daily basis. Development of school site, in liaison with Site Manager & Finance Manager.
Holiday entitlement:	Holidays to be taken during school holidays (5 days of entitlement may be taken during term time after consultation with line manager).

1. Management Responsibilities

- deputising for Site Manager during his absence;
- monitoring of ground maintenance contract being undertaken by outside contractor;
- supervision and monitoring of all trades persons and outside contractors working on the school premises. This will include making them familiar with operating systems and the implementation of the asbestos procedures, if necessary;
- undertaking minor and moderate building works as required by the school, if such works are deemed within competency;
- deputising, in Site Manager's absence, on any risk assessment and liaisons in the case of evacuation of the school buildings;
- monitoring the school's intruder alarm system and liaise with and external agencies;
- assist with the community use of the school's sports facilities e.g heating problems etc.

2. Security

- carrying out security procedures for school buildings and grounds. The routine and non-routine opening and closing of school premises and grounds;
- preventing trespass on the school premises or grounds and, in some cases, ensuring unauthorised parking of vehicles does not occur;
- ensure access is available to the gas pressure chamber and main gas tap.

3. Lighting & Heating

- operating the heating plant in accordance with any LA issued instructions and endeavouring to ensure the required temperatures are maintained in school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures;
- maintaining the boiler house and plant room in a clean and tidy order and carrying out routine maintenance work, as and when required;
- ensuring flammable materials are kept out of the boiler house and away from any radiator and placed in the bund, according to the school's Health, Safety and Welfare arrangements ;
- periodically checking fuel consumption and reporting cases of higher fuel consumption than normal;
- replacing light fittings, if necessary, and reporting any defects in the lighting or heating systems to Site Manager or Finance Manager;
- operating plant and equipment so the swimming pool is correctly heated.

4 Maintenance

- drawing the attention of the Site Manager to any repairs/maintenance work required at school, which is beyond their capabilities. Carrying out minor/temporary repairs. Directing workmen/contractors to the site of repair and maintenance work;
- carrying out routine procedures or inspection of ancillary equipment, such as checking automatic pumps in areas subject to flooding;
- any such job, within his competency and capabilities, which may be required by the school.

5. Supervision

- supervising the cleaning team on site, whilst covering for Site Manager.

6. Monitoring of Contractors Work

- monitor the building cleaning and ground maintenance work carried out by contractors, in accordance with any procedures laid down by the LEA or school.

7. Cleaning

- responsive and routine cleaning whilst on duty.

8. Storekeeping

- taking delivery of stores, materials and other goods and delivering to appropriate department;
- despatching goods, materials etc from the school;
- ensuring adequate supplies of fuels and cleaning materials, where necessary, are available;
- ensuring caretaking and cleaning equipment used by site team is apparently in safe working order.

9. Emergencies

- provide access to school and classrooms, if required, in the event of snow, minor flooding or similar emergencies;
- carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Site Supervisors are required to know the location of first aid equipment, stop valves and electrical switches.

10. Janitorial Responsibilities

All duties outlined below are only to be carried out if they fall within the competencies and abilities of the postholder. The Finance Manager and the Site Manager will decide on the best possible method of purchasing of necessary equipment. Site Management staff will not be expected to work at heights in excess of 11 feet, unless using British Standard approved scaffolding.

a. Structure

Rainwater goods - all rainwater goods, including rainwater tanks, butts, parapet outlets and perimeter gutters (except cleaning out). Cleaning out gutters and downpipes, including roof outlets, refixing gutters and pipes, as and when required in an emergency.

Glazing - temporary security and safety repairs of broken glass and, if possible, minor glazing operations without the use of ladders. Where necessary, stepladders may be used.

Ceilings - replacement of ceiling tiles and minor plaster repairs.

External surfaces - touching up outside of the building to effect a tidy appearance.

b. Finishes, Furniture and Fittings

Internal wall finishes - minor decorative repair work e.g touching up to ensure the surface is maintained free from weathering or wear.

Floor coverings and finishes - minor repairs to all floor and stair coverings, including skirtings, nosings etc, of carpets, lino, PVC sheeting or tiles, cover and expansion strips but excluding any screeds.

Internal ironmongery fixtures - repair, removal or replacing of toilet roll holders, towel rails, paper disposal fittings, mirrors, hooks and rails, door handles, door closures etc;

Internal joinery fixtures - repair, removal or replacing of kitchen units, chairs, desks, cupboards, shelves, picture rails notice boards, display boards, cabinets, fixed benches, key security cabinets, counters;

Fixed seating - repair, removal or replacement of all permanent internal fixed seating, together with its coverings;

Nameplates, curtains etc - repair, replacement and cleaning of all internal signs, curtain tracks and battens.

c. Water Services

Internal water supply, distribution, taps and valves - repair, replacement or removal of cold water service pipings and cocks, booster pumps, hot water secondary service piping and cocks i.e between hot water storage and taps. Resetting and rewashing of taps and ball valves.

Hot and cold water storage tanks, cylinders and cisterns (excluding WC cisterns) and overflow to the same and including insulation of the same.

Bleeding of radiators.

Sanitary fittings - replacement of washers, plugs and chains.

Waste pipe work - cleansing of traps, waste pipes, soil and termination pipes, anti-siphonage pipe, wire balloon guards, sleeves and flashings to pipes, including grid covers to gullies. Renewal of pipe work clips.

Frozen pipework - turn off all supply at mains and refer to WCBC Property Services in order that repairs can be safely effected.

d. External works

External joinery fixtures - the minor maintenance of sign boards, notices, nameplates, flag poles, seats, benches, beading, external cladding, gates and other external joinery fixtures.

Bins and refuse containers - upkeep and maintenance of refuse containers, litter bins, dust bins etc.

Bulk refuse containers - the administration of and ensuring they are emptied and placed back in their correct positions. Informing the contractor where any skip is to be placed and that it is used correctly. Ensure bin sacks are properly tied when full.

Mains drainage - ensure all drains and gullies are free-flowing and clean. Where the work is beyond the competence or ability of the caretaker, or a doubt about safety arises, the matter is to be brought to the attention of Site Manager, with a view to obtaining contractors to carrying out the necessary repairs.

11. Electrical Engineering

General electrical installation - replacing lamps, tubes, covers and shades. Replacement of fuses.

Alarm, emergency and time systems - monitoring of all battery units, including batteries, interconnections, cabinets and control equipment used for emergency lighting, fire detection and alarm systems.

Master clock system and call-bell systems - all wiring systems associated with these systems, including low-voltage types. All emergency lighting luminaries, including self-contained types, operating relays and associated controls. All fire detection and alarm system automatic detectors (heat and smoke), break glass pushes, sounders, control and indicator panels, electromagnetic door holders (excluding door closures). All clocks and connectors, in relation to master clock systems, including controllers and master clocks. All lesson change sounders and programmes.

All call-bell systems, including pushes, reset units, meter and indicator boards, sounders, relates and hand sets. All intruder alarm systems, detectors, sounders, alarm lights, control panels, electric override switches and wiring, including CCTV installations, cameras and monitors.

All door access systems, including pushes, card readers, power supply, electric door releases and wiring.

Reset of intruder alarm systems in conjunction with school or LEA policy. Reset of fire detection, or similar systems, including time controls and time clocks. Replacement of break glass activation box glass. Report to Assistant Headteacher, Premises, in order that electrician can be called to check failure of fire alarm, class change or signalling system.

f. Electrical heating and ventilation

Minor repairs of fixed or loose wire guards protecting heaters. Cleaning of wall or window fitted extractor fans.

g. Mechanical engineering

Boilers - emergency call out boiler servicing engineer to action system when on lock out. This should be reported to WCBC if it is a constant problem.

Service distribution systems - refixing of brackets to pipework and radiators, cleaning of fan coil heater filters.

Shower mixing valves - minor repairs and adjustments to heat emitters, taps and shower fittings.

Fire fighting equipment - portable gas, water and foam extinguishers, fire blankets and their containers. Fixed hose reels, auto re-wind mechanism and nozzles. Check all equipment is in the position designated. To inform Site Manager of the discharge of fire extinguishers or fire hoses which appears to be worn or damaged.

Sewerage pumps - to monitor the use of sewerage pumps under the direction of the client liaison officer.

12. Service meters

During the absence of Site Manager, to check and record the water, gas and electric meters and send of required documentation to the LA.

13. Miscellaneous

- dealing with enquiries from staff, students, parents, officer and employees of LA, workmen, contractors and members of the public as well as the emergency services, e.g Police, Fire Brigade etc, as and when required;
- conveying post, parcels and containers to and from the point of distribution;
- arranging furniture in the school, where necessary;
- ensuring school clocks are wound and set to correct time;
- clearing of weeds from paved and tarmaced areas and removal of rubbish from all areas surrounding the school. Minimising the dispersal of rubbish around the grounds by ensuring the litter bins are emptied when necessary;
- treating fat traps, as instructed by the LEA;
- maintaining the site manager's room, lockers and cupboards in a clean and tidy condition;
- using the caretakers cleaning equipment and materials in the prescribed manner, accepting responsibilities for the equipment used and ensuring the safe usage and storage of such equipment;
- completing any required paperwork;

- carrying out all reasonable instructions from the Headteacher or his/her representative relating to the cleaning, maintaining or improvement of school premises;
- ensuring adequate quantities of toiletries, i.e toilet rolls, paper towels, soap are kept in stock. Distributing and replenishing as necessary.

Conditions

- protective clothing, tools and equipment will be provided to carry out tasks;
- where necessary, training will be given;
- Finance Manager and site management staff will decide on the best method for the purchasing of materials;
- the site staff can be expected to work at heights in excess of 11 feet when using British Standard approved scaffolding, but will not be required to work on the roof;
- all duties listed are only to be carried out if they fall within the competencies and abilities of the site staff;
- the site staff will be covered by all existing agreements and insurance for work requested on an overtime basis by the Headteacher.