



## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>School Site Supervisor</b>
<b>TEAM:</b>	Education – Two Boats School
<b>REPORTS TO:</b>	Head Teacher
<b>JOB PURPOSE:</b>	Operating within the scope of health & safety regulations and best practice, this role provides a comprehensive caretaking service to the school to ensure the environment is maintained to high standards and is safe and secure for pupils at all times.

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### MAIN DUTIES

1. Design an on-going maintenance/caretaking plan and carry out minor maintenance work / repairs / DIY.
2. Carry out specified procedures in the event of fire, flood, breaking and entering, accident or major damage, including contacting and liaising with the emergency services.
3. Ensure all caretaking equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the Head Teacher of action taken.
4. Ensure that the building and site are left in a secure situation, which includes locking/unlocking of school external and internal doors and closing windows, alerting the head teacher to any risk to a breach of security.
5. Patrol the site to check for hazards, damages.
6. Carry out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook and oversee the maintenance of the fire alarm to ensure it is kept in good order.
7. Ensure that all lighting is kept in good order, that the emergency lighting is tested, per circuit, on a monthly basis, and recording results in the Fire Logbook.
8. Ensure the safe use of all electrical appliances in school.
9. Manage and monitor the performance and standard of cleaning carried out by the school cleaner.
10. Oversee and arrange all other cleaning which does not fall within the day to day arrangements eg: window cleaning.

11. Take delivery of and distributing any stores, materials and other goods.
12. Moving of furniture and equipment, or any other lifting tasks required by the school.
13. Set up chairs as required for assemblies and whole school events.
14. Arrange the disposal of any redundant furniture and equipment.
15. Ensure that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
16. Drive the school minibuses when directed.
17. Be responsible for the up keep and maintenance, including all MOT's and servicing, of all the school vehicles and ensure that weekly maintenance checks are carried out.
18. Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture.
19. Glazing – temporary repairs, making safe by methods available.
20. Plastering and concrete – repairing patches, floor and steps.
21. Report any incidents/accidents.
22. Assist with the deep clean of the school premises during school holidays.
23. Ensure that use and storage of chemicals is in accordance with COSHH.
24. Operate in accordance with school policy and in particular to ensure Health & Safety requirements are met.
25. Participate in the performance management process agreed in school / AIG appraisal process.
26. To play a full and active part in the life of the school.
27. Carry out day to day tasks as reasonably instructed by the Head teacher.

## **RESPONSIBILITIES**

- Compliance – in relation to school health and safety matters.
- Confidentiality – operate within the school's code of conduct on confidentiality.
- Continuous development – responsible for your own Continuing Professional Development (CPD)

## **PERSON SPECIFICATION**

### **Essential**

- Ability to work independently and to use own initiative and judgment to be able to make decisions, knowing when to refer matters upwards being essential.
- High attention to detail at all times.
- Effective planning and organisational skills.
- Experience of working in an exceptionally well-organised manner.
- Calm and flexible in approach.
- Confident, friendly and supportive team member.
- Ability to work unsupervised and manage time effectively.
- Range of practical skills to enable completion of minor repairs and maintenance tasks.
- Self-motivated with initiative.
- A good understanding of Health & Safety requirements at Work, including COSHH and Manual Handling.
- Clean, valid driving licence for vehicles of class A, B & C.
- Experience in cleaning and grounds maintenance duties.

**Desirable**

- Experienced and confident in communicating across a wide range of people.
- A Health & Safety qualification.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Updated: July 2020