 **Lancashire County Council Job Specification** 

**Grade Profile – Site Supervisor 1**

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| **Post Title: Site Supervisor 1** | | | | | | | | |
| **Establishment or Team:** | | | Singleton CE Primary School | | **Post Number:** | |  | |
| **Grade:** | | 2 | | **Responsible to:** | Headteacher, Office Manager | **Essential Car User:** | | No |
| **HOURS** | | 20 hours a week (Site Supervisor)  Working hours (term time) Monday – Friday are between  6:45am – 9:45am  2:50pm – 5:50pm  In the school holidays, the working hours are **20 hours** per week – number of hours per day to be organised with Office Manager prior to each holiday to fit in with contractors, deep cleaning requirements etc. | | | | | | |
| **Scope of Work – appropriate for this post:**  Under the general direction and instruction of the Headteacher / Office Manager, to contribute to the smooth running of the school by carrying out a range of cleaning and caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment. It is envisaged that the majority of time will be spent on cleaning duties. Will also act as a key holder, carrying out security procedures and will undertake minor DIY maintenance. The post holder would prepare school premises for our after school activities. | | | | | | | | |
| **Security and Supervision**   * The routine and non-routine opening of school premises and grounds; * To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls **outside** normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s); * Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations; * Providing access to the school for contractors and advising the Headteacher of their presence. | | | | | | | | |
| **Cleaning, Caretaking & Maintenance**  **Please note that this 20-hour Site Supervisor post is for the most part a cleaning post with up to 15 hours on an average week allocated to cleaning. This will vary according to the general maintenance required**   * Undertaking cleaning including closure cleaning; * Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements; * Window cleaning, including cleaning at a high level where appropriate safety equipment and training is available and a safe system of work has been defined in accordance with Health and Safety requirements; * Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above); * Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems/faults to Headteacher/Office Manager; * Drawing the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the premises; * Minor DIY, which is within the scope and capability of the post holder (e.g. removing graffiti, patching-up paintwork, sanding etc.); * Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean; * Ensuring that adequate supplies of cleaning materials and other supplies are available; * Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures; * Ensuring that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate; * Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding; * Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage; * Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution.   **Other Duties**   * Undertaking letting and related duties as appropriate; * Preparing the school premises and site for out of school activities and clearing up after these activities; (e.g. school productions, assemblies, School Fayre, BBQ events etc.) * Undertaking appropriate training; * Occasional collection of miscellaneous provisions away from school premises, where reasonable; * Attend monthly Health and Safety Governors meetings   **General**   * At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments; * To participate in the School’s appraisal scheme where appropriate; * The duties may be varied by the Headteacher and/ or Governing Body to meet changed circumstances in a manner compatible with the post holder. | | | | | | | | |
| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** | | | | | | | |

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Lancashire County Council

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| **Person specification form** | | | | | |
| **Post title:** Site Supervisor 1 | | | **Grade:** Grade 1 | | |
| **Directorate:** Children and Young People | | | **Post number:** | | |
| **Establishment or team:** Singleton Church of England Primary School | | | | | |
| **Requirements**  **(based on the job description)** | **Essential (E)**  **or**  **desirable (D)** | | | | **To be identified by: application form (AF),**  **interview (I),**  **test (T), or**  **other (give details)** |
| **Qualifications** |  | | | |  |
| Full driving licence (at School’s discretion) | D | | | |  |
|  |  | | | |  |
| **Experience** |  | | | |  |
| Experience of working as a cleaner | D | | | |  |
| Experience of undertaking manual tasks (e.g. maintenance, DIY etc) | D | | | |  |
| Experience of using powered equipment (e.g. floor buffer) | D | | | |  |
| Experience of security-related duties | D | | | |  |
| **Knowledge, skills and abilities** |  | | | |  |
| Ability to work as part of a team | E | | | |  |
| Good oral communication skills | E | | | |  |
| Flexible attitude to work | E | | | |  |
| Ability to work in an organised and methodical way | E | | | |  |
| Basic numeracy & literacy skills | E | | | |  |
| Attention to detail skills | D | | | |  |
| Basic DIY skills | D | | | |  |
| Ability to use relevant tools and equipment | D | | | |  |
| Awareness of Health & Safety issues | E | | | |  |
| Awareness of CoSHH | D | | | |  |
| *Good interpersonal skills* | *E* | | | |  |
| *Positive approach to customer care and service delivery* | *E* | | | |  |
| *Commitment to undertaking relevant training and development* | *E* | | | |  |
| **Other** (including special requirements)   1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Willingness to work occasionally outside of contracted hours (e.g. Parents evenings, lettings etc) | | E  E  E  E | | I  I  I  I | | |

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| **Note: We will always consider your references before confirming a job offer in writing**. |

**LANCASHIRE COUNTY COUNCIL**

**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)**

(NB Completion of this form does not fulfil the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Office Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

**CONFIDENTIAL**

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| Establishment/School | Singleton Church of England Primary School |
| Post title | Site Supervisor Grade 1 |
| Description of main activities the employee will be required to undertake | |
| Form completed by: (print name) | |

**A.The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

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|  |  | **YES** | **NO** |
| 1 | Work at heights *(e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).* |  |  |
| 2 | Work in excessively noisy environments above statutory control limits (*Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).* |  |  |
| 3 | Work in unusual environmental conditions (*e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).* |  |  |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (*e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).* |  |  |
| 5 | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties. |  |  |
| 6 | Some contact with hazardous substances (*e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).* |  |  |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. |  |  |
| 8 | Work with lead or lead-based products (*e.g. some paints).* |  |  |
| 9 | Food handling/preparation (of raw or uncooked food only). |  |  |
| 10 | Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work). |  |  |

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

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|  |  | **YES** | | **NO** |
| 11 | Face to face contact with the public/service users *(e.g. at sensitive front line posts re abuse, aggression, assault).* |  |  | |
| 12 | Working in isolation/lone working. | x |  | |
| 13 | Work with electrical wiring *(e.g. colour blindness).* |  |  | |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (*e.g.* *site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).* |  |  | |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock *(e.g. risk of weils disease, other animal borne diseases, zoonoses).* |  |  | |
| 16 | Manualhandling *(other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).* |  |  | |
| 17 | Working with vulnerable service users *(e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).* |  |  | |
| 18 | Work involving repetitive movements or forced posture *(e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).* |  |  | |
| 19 | Work as a regular display screen user *(where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).* |  |  | |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

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| --- | --- | --- | --- | --- |
| **Headteacher /Office Manager/**  ***(please print)*** | |  | | |
| **Signature:** |  | | | |
| **Telephone Number:** |  | | **Date:** |  |