



## **Job Description**

**Post Title: Facility Supervisor**

**A4981**

**Grade: BB04**

**Responsible to: Facilities Manager**

**Responsible for: Site Staff as Allocated**

**Job Purpose:** To co-ordinate and supervise the support of facility services within the school to ensure the building is fit for purpose. Undertake reasonable day to day instructions assigned by the Facilities Manager. To ensure the delivery of services in accordance with customers service standards, policies and procedures.

**Main Duties:** The following is typical of the duties the potholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### **Specific responsibilities include:**

1. To carry out the various policies and procedures associated with the operation of the facility. Specifically, those relating to; staff supervision, the letting of school premises, security and access, maintenance and repair and health and safety.
2. To be responsible for the day-to-day supervision of designated employees, maintaining good working relationships and team working. The completion of all related paperwork associated with the supervision of employees.
3. To undertake the day-to-day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters and report any faults to the Head Teacher.
4. To monitor and maintain limited delegated budgets including accounting for expenditure and the handling and processing of cash, cheques and financial data.



5. To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by undertaking cleaning and by supervising the cleaning staff.
6. To undertake the clearance of snow from all accessible areas and to grit as necessary.
7. 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.
8. To carry out portorage duties as required including the co-ordination of the removal and placement of furniture and equipment.
9. To carry out minor or temporary repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contractors and the inspection of any works undertaken.

### General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.