



Devonport High School for Boys
Premises Supervisor recruitment brief

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Salary: £18,065

Hours / shifts worked: Full time - 37 hours per week.

Usual working hours: 10:00 - 18:00. (An occasional later finish and weekend work is required to support some school events).

Start date: As soon as possible.

Key purpose / Demands of the job

- Under the supervision of the Senior Premises Supervisor to be responsible for the general security of the school premises. To assist with the maintenance of the premises, machinery and plant equipment. To carry out daily inspections of the premises to identify damage and/or vandalism and to report findings to the Senior Premises Supervisor to help maintain the internal and external fabric of the school premises as a safe working and learning environment.
- Post holders are expected to develop a detailed understanding of the school site which will influence the essential duties. This could, for example, periodically involve working safely at height.
- On-going physical effort is required to lift, bend and stretch to carry furniture, equipment and supplies. Where appropriate specialist lifting equipment will be provided.
- Post holders will be required to work outdoors and in all weathers and post holders may be exposed to disagreeable working conditions e.g. cleaning up of bodily fluids, working in confined spaces and working with unpleasant / potentially hazardous materials. There will be a requirement to wear PPE for

undertaking maintenance tasks and inspections of buildings and site.

- Post holders must be able to work as part of a team and be sufficiently flexible to respond to reasonable short notice demands.
- A mobile phone will be provided to facilitate contact / access during working hours or standby working.
- Post holders are required to support a culture of responsive, quality service provision and to be aware that the overall appearance of the building greatly assists the learning environment and supports the wellbeing of staff and students.
- Emergency Call outs - Staff will be expected to respond to emergencies arising in the event of unplanned security or fire alarm events out of normal working hours for which a call out payment will be paid.
- The post holder is expected to support planned school activities that finish after 6.00pm and under such circumstances an overtime rate of 1.5 will be paid. There is also the requirement on a few occasions per year to work on a weekend day to open up the school for entrance examinations and also to enable exam venue setup. Time off in lieu will be considered provided advance notice is given and there is no unreasonable interruption to the school's normal routines.

Key Duties

This job description outlines the duties required of the post and indicates the levels of responsibilities. It is not a comprehensive list and the duties may be varied from time to time although the general character of the job and the level of responsibility may not alter.

Caretaking

- To collect and assemble waste for collection and to ensure that the school is free of litter and obstructions.
- To provide portorage of furniture and deliveries as required including the receipting of bulk deliveries, taking custody and then making distribution to budget managers.
- To set up and clear rooms for school events such as parents evenings, examinations, staff meetings, external hirers and other activities as required.
- To help maintain appropriate levels of heating and lighting.
- To provide emergency access to the school site.
- To undertake weekly checks and cleaning of school minibuses as required.
- To drive minibuses when required.
- Provision of emergency cleaning as required.
- To ensure school furniture is correctly located and properly maintained.
- To assist with external maintenance contractors (eg. heating, electrical, plumbing etc.) as required by the Estate Manager.

Maintenance

- Carry out grounds maintenance tasks to include: clearing leaves and litter; sweeping/maintaining hard paved areas, steps etc; clearing of drains.
- To undertake general repairs and maintenance including painting and light refurbishment work.
- To maintain a safe and clean internal and external environment including gritting essential footpaths and roadways in the event of snow and ice.
- Use of powered maintenance equipment eg. Leaf blowers, leaf vacuum, power sweeper.

- Routine maintenance of artificial sports pitches using a quad bike.
- To assist with the smooth operation of heating plant, cooling and lighting systems.

Security

- To undertake the opening and closing of school buildings at the appropriate time. Setting the intruder alarms at night and responding to call outs by the alarm bureau. Repair of doors and locks and the allocation and custody of keys in conjunction with the Estate Manager.
- To assist with regular security checks.
- To monitor fire safety equipment and assist with evacuation procedures in the event of planned or unplanned fire or other emergency procedures.
- Assistance with the review and monitoring of CCTV surveillance as appropriate.
- To operate and respond to alarm systems as appropriate.
- To provide emergency access to the school site.
- To assist with the control of contractors on site and their Health and Safety precautions.

General Responsibilities

- To be aware of and adhere to applicable rules, regulations, legislation and procedures, School policies (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
- To undergo designated training and development commensurate with the duties of the post.
- To complete necessary paperwork in connection with the role.
- To do local errands on behalf of the school.

- To stand in for other members of the Estates Team during holidays or sickness.

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In holiday periods there may be times where depending on school activities working hours may change

Person specification

Skills and abilities

Ability to lift and carry items.	Essential
Willingness to work part of a team.	Essential
Able to use own initiative.	Essential
Ability to manage own work effectively.	Essential
Ability to manage time effectively and work to deadlines.	Essential
To have at least a basic level of IT skills for example, sending and replying to emails, using a smartphone.	Essential
Comfortable with the use of both powered and manual site maintenance equipment.	Essential
Ability to follow and comply with instructions on equipment and / or materials usage.	Essential
Ability to carry out health and safety checks and maintain relevant records.	Essential

Knowledge, training and experience

Experience of caretaking or premises management or building maintenance.	Desirable
Taken responsibility for security of building.	Desirable
Knowledge of security or fire systems.	Desirable
Full driving licence.	Essential
D1 category license entitlement.	Desirable
DIY / handyman skills	Essential
To be able to carry our general repairs without guidance.	Desirable

Education / Qualifications

Good literacy and number skills.	Essential
Good communication skills.	Essential
Qualified in a trade i.e. Plumber, electrician, carpentry.	Desirable
Attendance at courses related to cleaning, caretaking or health and safety.	Desirable

Personal attributes

To relish challenge and perform efficiently in this role.	Essential
To be able to lead by example.	Essential
Tenacity and commitment while working under pressure.	Essential
Ability to organise and prioritise.	Essential
Good communication skills both orally and in writing.	Essential

Other requirements

Willing to undertake relevant training.	Essential
Flexible working hours for school events (occasional).	Essential