**Premises Supervisor – Job Description**

**PREAMBLE**

Springwell Alternative Academies provide learning opportunities for children and young people who are unable to attend mainstream schools for a variety of reasons ranging from mental or physical health difficulties to behavioural, emotional and social difficulties. Each Academy accommodates approximately 60 pupils in specialised teaching areas, dining areas, a hall, various other specialised spaces such as a fitness suite, sensory room, therapy room plus an external multi use games area.

**JOB DESCRIPTION**

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| --- | --- |
| Position:    | **Premises Supervisor**  |
|   |   |
| Place of work:  | [Insert as required]  |
|   |   |
| Hours:  | Full time, 08.00 to 16:00 Monday to Friday, holidays to be taken by arrangement within published school holiday periods   |
|   |   |
| Salary:   | £19819 – 22,401 (pro rata for part time or term time only) |
|   |   |
| Responsible to:  | Line manager: Estates Manager Functionally accountable to: Head of School |

**Primary Purpose:**

To maintain a clean, safe and compliant learning and working environment.

**Principal Objectives:**

1. Conduct daily, weekly, monthly and other periodic H&S and compliance checks.
2. Carry out general maintenance and repairs, arranging contractors for more specialist tasks.
3. Monitor standards of work by contractors including cleaning.
4. Ensure heating, lighting and alarm systems operate correctly.
5. General maintenance of external areas including litter picking, grass and shrub maintenance.
6. Arrange furniture for meetings and carry out general porterage.
7. Repair where possible or dispose of broken furniture and arrange replacements through the Estates Manager.
8. Maintain stocks of consumables such as toilet paper, hand towels, soap and winter grit.
9. Support the Estates Manager by providing cover for or assistance to Premises Supervisors at other Springwell academies.
10. Working with pupils to carry out repairs or small projects to engender a sense of ownership in their environment.
11. Any other duties deemed reasonable by the line manager.

**PERSON SPECIFICATION**

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| --- | --- | --- |
| Selection Criteria  | Essential (E) or Desirable (D)  | Where evidenced: Application (A) Interview (I)  References (R) or Assessment Task (T)  |
| Qualifications  |   |   |
| NVQ Level 2 Diploma in Building Maintenance Multi-trade Repair and Refurbishment Operations (Construction), an alternative similar qualification or **proven equivalent experience** | E | A,I  |
| NVQ Level 2 Diploma in Plumbing | D | A,I  |
| NVQ Level 2 Diploma in Electrical Installation | D | A,I  |
| Experience  |   |   |
| Work in a site maintenance role | D | A,I |
| Work as a caretaker | D | A,I |
| Grounds maintenance | D | A,I |
| Working in a school environment  | D | A,I |
| Using a computer based maintenance management system (successful candidate will be required to use the Academy’s Total Risk Management system for planned and reactive maintenance) | D | A,I  |
| Skills and Knowledge   |   |   |
| Computer literate (MS Outlook, Excel, Word) | E | A,I  |
| Competent DIY skills (replacing taps, toilet seats, door locks, decorating etc) | E | A,I  |
| Well-developed written and verbal communication | E | A,I |
| Plumbing | D | A,I  |
| Electrical | D | A,I  |
| Competencies and Personal Attributes  |   |   |
| A positive, “can do” attitude with a proven ability to analyse and evaluate issues to provide appropriate solutions  | E | A,I  |
| Customer focus; ability to anticipate stakeholders’ needs | E | A,I  |
| Planning and organisation; ability to plan and organise own workload to meet the needs of the organisation | E | A,I  |
| Willingness to learn new skills  | E | A,I  |
| Ability to adapt to change | E | A,I  |
| Decisive judgement; ability to decide on an appropriate course of action when faced with a safety related incident | E | A,I  |
| Willingness to work with and supervise pupils | E | A,I |
| Business Requirements  |   |   |
| Ability to work at height or in confined spaces, carry out physically demanding work including, occasionally, in adverse weather conditions | E | A,I  |
| Commitment to undertake continuing professional training  | E | A,I  |
| Able to drive with access to a vehicle (business mileage is paid for qualifying journeys) | D | A,I |
| Flexibility to work outside normal working hours occasionally should contractors require site access | E | A,I |

**Essential Requirements** are those without which a candidate would not be able to do the job.  Applicants that fail to demonstrate in their application where required that they can fulfil ALL of the essential requirements will not be shortlisted.  **Desirable Requirements**are those which would be useful for the post-holder to possess and will be considered when more than one applicant meets all the essential requirements.

**This role constitutes Regulated Activity and an enhanced Disclosure and Barring Service disclosure, with a check of the Children Barred List, is required for this position in addition to other pre-employment checks.**