



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Site Supervisor/Driver (Epinay Business and Enterprise School)

GRADE: Band 5

RESPONSIBLE TO: Officer Manager

Overall Objectives of the Post:

To provide a management and maintenance service to the site in relation to the building cleaning, grounds maintenance, building maintenance, security and other services in line with the Local Authority.

To provide driving or escorting for pupils on a daily basis, bringing pupils into school and taking home at the end of the day. Additional driving and escorting as required.

Key Tasks of the Post:

1. ***You will be responsible for the security of the building. You will:***
 - Open and close the premises, including activation and deactivation of alarms.
 - Attend to out of hours emergencies.
 - Produce a half termly report for the Office Manager on site security issues.

2. ***You will open and close the premises when lettings occur or when the building is required to be additionally opened (e.g. weekends).***

3. ***You will be responsible for supervising the cleaning, repairs and maintenance of the building. You will:***
 - Monitor the performance of the cleaning contractors and liaise with client contractors, officers and Office Manager.
 - Ensure all stocks are well maintained (e.g. soap, toilet rolls etc.) and order new supplies when required. To ensure best value for the purchases.
 - Negotiate with suppliers and contractors to obtain quotations and ensure best value for the work to be undertaken.
 - Identify areas of the site and building requiring improvements or action to ensure a quality provision for everyone.
 - Quality assure all contractors, cleaning services and providers working to develop the site.
 - Carry out maintenance and other tasks, which will keep the internal and external building and grounds in good order to give access to the premises.
 - Check the operation of the fire alarm system on a regular basis and maintain documentation in line with Local Authority guidelines.

- Carry out risk assessments and identify issues relating to the health and safety of the site to ensure everyone on the premises is safe in compliance with Health and Safety legislation, appropriate regulations and Local Authority guidelines.
 - Store away cleaning materials and ensure all cupboards containing hazardous materials are locked at all times.
- 4. You will note repairs requirements and report them. You will:**
- Report any repair requirements to the Local Authority and liaise with contractors to ensure necessary work is carried out to a high standard.
 - Carry out minor handy person repairs such as changing light bulbs, strip lights, fuses, plugs, unblocking drains and sinks etc. (NB Minor repairs are defined as, those that a reasonably competent handy person would carry out in their own home).
- 5. You will remove litter, leaves and other debris from all external areas of the premises. You will:**
- Clear snow and ice in areas creating potential hazards and to clear pathways to give safe access to the premises. To carry out gritting procedures in case of bad weather.
 - Remove debris from gullies and traps.
 - Empty and clean external litter bins.
 - Remove graffiti.
- 6. You will supervise the movements of delivery vans/Council vehicles on site (while on duty). You will:**
- Help with the unloading of goods vehicles.
- 7. You will carry out grounds maintenance work including grass cutting, weeding and keeping borders tidy. You will:**
- Ensure your designated areas of the grounds are maintained to a high standard.
 - Ensure the grass is cut on a regular basis.
 - Ensure sports markings are maintained on the field for use during the summer months (e.g. running track).
 - Work closely with other grounds staff to ensure the school grounds are kept to the highest standards.
 - Ensure all areas, especially the playground, are kept free of weeds.
 - Assist other grounds staff to ensure the woodland walk is maintained to a high standard.
- 8. You will carry out driving duties. You will:**
- Be able to drive the school mini bus (applicable licence for 3.5 tonne + vehicle). If you are not able to drive the school mini bus, you must commit to and successfully achieve this qualification during the first 12 months of employment at the school.
 - Drive or escort pupils to and from school on a daily basis.
 - Additional driving or escorting duties as required (for example, following after school clubs).

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SS/KDS

Date: 05/10/2018