

Job Description

Post Title: Facility Supervisor A4990

Evaluation: 446 points **Grade: N5**

Responsible to: Operations Manager

Responsible for: Staff as allocated

Job Purpose: To coordinate 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 Head Teacher. To ensure the delivery of services in accordance with customer service standards, policies, procedures and safeguarding requirements

Main Duties: The following is typical of the duties the postholder 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.

- 1 To be responsible for the supervision of staff and resources to ensure the facility is a clean, safe and secure environment, and to act in accordance with the school's policies and procedures.
- 2 To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods.
- 3 To report faults and carry out minor repairs and maintenance tasks, in accordance with agreed procedures, and carry out daily maintenance of the systems as required.
- 4 To arrange engineer or subcontractor calls for repairs to building equipment as required.
- 5 To arrange for appropriate maintenance of plant and associated equipment, providing advice and guidance to contractors if required and the inspection of any works undertaken.
- 6 To monitor and maintain limited delegated budgets including accounting for expenditure.
- 7 To undertake and record building checks as directed and record utilities information, inputting onto building management electronic systems where necessary.
- 8 To undertake regular checks of systems such as fire doors and alarms, heating levels, lighting, completing relevant documentation to confirm checks. Report any issues regarding systems under the relevant procedures.

- 9 To attend training and then deliver toolbox talks to staff on key messages.
- 10 To undertake the clearance of snow from all accessible areas and to grit as necessary, in accordance with the building's winter weather clearance plan.
- 11 To carry out portering duties as required including the coordination of the removal and placement of furniture and equipment
- 12 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
- 13 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery