

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Facilities Supervisor</b>
<b>Academy:</b>	<b>Excelsior Academy</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Salary/Pay range:</b>	<b>£26,873 per annum</b>
<b>Hours of work:</b>	<b>37 hours per week</b>

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### **Purpose of Job**

The safety, maintenance and repair of the Academy site and daily supervision of facilities staff, security and cleaning team

### **Main Duties and Responsibilities**

#### **Buildings Maintenance Management**

- To support the Facilities / Cluster Manager in the completion of maintenance and repair activities of academy buildings and grounds
- Supervise and co-ordinate the work of contractors, ensuring due diligence has been completed prior to any works taking place.
- Ensure that requests for repairs and maintenance are:
  - Logged on Every system
  - Carried out in a timely manner
  - Document all such repairs and record when completed
  - Inform relevant persons of completion
- Carry out a daily inspection(s) of the academy premises and grounds to ensure that no hazard prohibits the safe use of the building and to add to EVERY System any damages / repairs / maintenance required.
- Arrange for any damage that occurs to the Academy buildings to be repaired as needed
- Where necessary ensure minor repairs/maintenance are carried out which may include (not limited too):
  - Painting and decorating
  - Basic plumbing and joinery
  - Maintenance and clearing of drains, traps, sinks and gutters
  - Replacement of light bulbs, tubes and starters, fuses etc
  - Replacement of ceiling tiles
  - Glazing
- Operate heating systems to maintain required temperature in the Academy and ensure that an adequate supply of hot water is available
- Record meter readings (gas electric water) on a weekly basis
- To ensure all health and safety compliance records are completed on time.
- Ensure the collection and removal of refuse following the Academy's recycling policy, including securing confidential waste and arranging disposal
- Respond appropriately to emergencies or urgent issues as they arise
- Ensure the Academy grounds are free from litter, all paths, drives, hard areas, garden, shrub, lawn and water drainage areas to be cleared daily as required
- The supervision of facilities staff focussing on their performance in terms of standards and their behaviour whilst on duty

- Conduct daily team briefings to ensure that a first-class facility support service is delivered to all areas of the building
- Ensure all staff are aware of Health and Safety policies and procedures
- Report any defects seen which may affect security, safeguarding or health and safety
- To ensure the cleanliness of the building with the efficient supervision of the cleaning team allocating areas / jobs as these arise whilst also resolving any gaps within the team
- Order cleaning materials & correct stock levels required within allocated cleaning budget

### **Porterage**

- Co-ordinate the safe movement of furniture and equipment around the Academy premises as required
- Liaising with the Community Sports Development Co-ordinator to prepare the Academy for meetings, assemblies, events, lettings etc. by putting out/putting away chairs/ tables, sports equipment and ensuring fire exits etc. are clear
- Co-ordinate /receive inward delivered goods and assist with unloading/storing and delivering as required

### **Security**

- To supervise the security team and ensure the site is covered at all times
- Liaise with the Community Sports Development Co-ordinator re opening and closing the Academy premises at times set to meet its operational needs
- Ensure the efficient daily locking / unlocking of Academy, Academy gates, doors and windows
- Ensure the site is safe and fit for purpose for all those who study, work and visit the Academy
- To be a designated key holder for emergency call-out by security services, police, fire brigade etc. and to attend the premises in response to such call-outs. This task will be shared with other designated key holders. However, such an arrangement must clearly identify the person responsible for attendance for any given period
- Ensure all security measures and equipment are effective and in good repair e.g. windows, fencing, door locks etc. and to arrange emergency repairs to such equipment until full repair is carried out

### **Personnel Management**

- Supervise & Coordinate and deploy facilities support staff to relevant tasks and monitor the performance of such staff to fully utilise and develop their skills and abilities including annual performance management reviews.
- To support the Facilities Manager arranging shift rota's in line with annual leave requests
- To conduct return to work interviews with the Facilities staff teams following any periods of sickness absence

### **Leadership**

- Manage and lead change to ensure minimum disruption to core activities
- Ensure that all dealings with staff, particularly in relation to personnel matters, are carried out in a confidential, professional and appropriate manner
- To support Facilities Manager with the efficient running of the site at all times.



### **General**

- In all dealings with stakeholders, demonstrate care and courtesy and make visitors feel welcome
- To be able to travel and support other Newcastle Schools, when required by the Newcastle Cluster Manager due to business need

### **Additional Duties**

- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the post holder, duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- To be aware of, understand and adhere to COSHH Regulations
- Willingness to undertake First Aid training and implement when required
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Promote the safeguarding and welfare of children and young persons the post holder is responsible for or comes into contact with
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required.