

Facility Supervisor

Job Description

Reports to: **Operations Manager**

Direct reports: **Staff as allocated**

Evaluation: **446 points**

Grade: **N5**

Reference: **A4990**

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

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
14. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.