**Job Description**

|  |  |
| --- | --- |
| **Directorate:**  | Children’s Services  |
| **Post Title**  | Facility Supervisor A1040  |
| **Evaluation**  | 380 Points Grade: N4  |
| **Responsible to**  | School Business Manager |
| **Responsible for**  | Cleaning staff as allocated  |
| **Job Purpose**  | To co-ordinate and supervise the support of facility and ancillary 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 and procedures. The cleaning of designated areas within a variety of premises, in accordance with the cleaning schedule, to ensure that they are kept clean and hygienic. To drive the school mini bus within an agreed schedule. |

**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 carry out the various policies and procedures associated with the operation of the facility, specifically those relating to; the letting of school premises, security and access, maintenance and repair and health and safety. To ensure that quality assurance is reflected in all aspects of caretaking and cleaning.
2. To ensure that all duties are carried out in an effective and efficient manner for the benefit of all students, staff, community and other users and that all referrals are routed through the appropriate staff.
3. To undertake the day to day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters, heating, fire fighting, fire alarms, emergency lighting systems and report any faults to the School Business Manager.

1. To monitor and maintain limited delegated budgets, to assist in the monitoring of the repair and maintenance budget including signing customer job satisfaction notes and ensuring that charges made are in accordance with the agreed rates.
2. To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by undertaking the cleaning of designated areas, in accordance with agreed specifications and including fixtures and fittings, including:-

 Emptying waste bins and removing waste to the designated area

 Washing with mops and cloths

 Sweeping with brushes and sweeping mops

 Vacuum cleaning

 Floor polishing/buffing/spray cleaning using mechanical aids as appropriate

 Floor stripping using mechanical aids as appropriate

 Dusting

1. To undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. To take delivery and arrange for storage of materials, stores and other goods. To maintain adequate supply of cleaning materials. To ensure that all related equipment and tools are in a safe working condition.
2. To carry out porterage duties as required including the co-ordination of the removal and placement of furniture and equipment.

1. To carry out minor or temporary repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contractors and the inspection of any works undertaken.
2. To liaise with and to ensure that contracts on site do not cause a health and safety hazard or damage to school property and report matters of concern or noncompliance with contract specification to the relevant City Council Officer or contractor.
3. To undertake the clearance of snow from all accessible areas and to grit as necessary.
4. To carry out lunchtime supervision in school dining hall and outdoor areas
5. To drive the school mini bus as and when required.
6. To be responsible for the security of the premises.
7. To promote and implement the Council’s Equality Policy in all aspects of employment and service delivery.
8. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School’s policies and procedures.
9. To be responsible for promoting and safeguarding the welfare of children and young persons he/she comes into contact with.

April 2019