



Facilities Supervisor Job Description



Post Title:	Facilities Supervisor
Pay scale:	N4
Responsible to:	Headteacher, School Business Manager
Responsible for:	Cleaning staff
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/ School Business Manager. To ensure the delivery of services in accordance with customer service standards, policies and procedures.

Main responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type 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; staff supervision, the letting of school premises, security and access, maintenance and repair and health and safety.
- (2) To be responsible for the day-to-day supervision of designated employees, maintaining good working relationships and team working. The completion of all related paperwork associated with the supervision of employees.
- (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 and report any faults to the School Business Manager.
- (4) To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by undertaking cleaning and by supervising the cleaning staff.
- (5) To undertake the clearance of snow from all accessible areas and to grit as necessary.
- (6) To undertake the procurement and 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.

(7) To carry out portage duties as required including the co-ordination of the removal and placement of furniture and equipment.

(8) 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.

(9) To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.

(10) To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's/Trust's policies and procedures.

(11) The postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.

Personal Specification

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Good customer service skills, capable of dealing effectively with customers to resolve queries in accordance with contractual requirements.	✓	
Good interpersonal skills with the ability to deal with problems on site.	✓	
Knowledge of cleaning standards with the ability to undertake cleaning tasks	✓	
Capable of regular stooping, bending, lifting and carrying of equipment, materials, furniture and climb ladders.	✓	
Excellent organisational skills with the ability to work with limited supervision	✓	
Good spoken English with the ability to communicate effectively with the public	✓	
Experience of management/supervision of staff	✓	
Knowledge of Health and Safety procedures and how to apply them in the workplace	✓	
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Level 3 qualification in Facilities Management (Soft FM) or equivalent		✓
Security, building maintenance and caretaking experience.		✓
BICS		✓
Basic range of DIY skills		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Customer service skills	✓	

The ability to respond to challenges in the workplace	✓	
Time management and organisational skills	✓	
Flexibility with regard to hours of work	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
An interest and commitment to the whole school community	✓	
A commitment to child protection and safeguarding.	✓	