



# Vacancy for a Superintendent

## JOB DESCRIPTION

<b>Job Title:</b>	Superintendent Level 2
<b>School:</b>	Highfield Primary School
<b>Pay Range:</b>	B3
<b>Responsible to:</b>	Head Teacher/SLT
<b>Responsible for:</b>	The direction of Local Authority Cleaners, Facilities Assistants (if applicable)

**Role:** Under the guidance of appropriate senior staff to be responsible for maintenance, security and facilities management services on school sites and premises. To provide specialist support in a specific resource area and be responsible for the maintenance of a clean and hygienic school interior. To supervise Cleaners and other facilities staffing where appropriate.

The role requires a flexible and adaptable approach to accommodate the school's changing priorities, sometimes with minimal notice.

### **Security**

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

### **Maintenance**

- Undertake appropriate repairs e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Headteacher



## Vacancy for a Superintendent

To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions

Operation and maintenance of heating plant and lighting systems

To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records

Undertake regular site inspections

Identify defects and record repair and maintenance requirements

Collect and assemble waste for collection

Undertake cleaning duties such as graffiti removal, litter-picking

Undertake specialist cleaning tasks

Provide emergency access to the school site.

Coordinate deliveries to the school site

Monitor performance of contracts and record performance against specified standards

Liaise with contractors

Maintenance of playground equipment and co-ordinate specialists contractors if necessary.

Routine maintenance of school grounds

### **Responsibilities**

Supervising of other cleaners

Provide training for staff as appropriate

To advise on matters relating to energy control and conservation

Contribute to planning, development and organisation of systems/procedures/policies

Be responsible for maintaining records, information and data, producing analysis and reports as required

Create and maintain a purposeful, orderly and productive working environment

Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials

To undertake safety audits of the premises and assist with relevant risk assessments as required

Promote and ensure the health and safety of pupils staff & visitors at all times

Demonstrate and assist in the safe and effective use of specialist equipment/materials



## Vacancy for a Superintendent

Provide specialist advice and guidance as required

Portering duties e.g. delivering milk, delivering fruit, moving furniture and equipment

Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required

Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

Participate in training and other learning activities as required

Recognise own strengths and areas of expertise and use these to advise and support others

Ensure compliance by self and others with all health and safety policies and procedures

Ensure safe use by self and others of equipment and materials

Establish constructive relationships and communication with contractors and other agencies/professionals

To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget

Attend and participate in regular meetings

Treat all users of the school with courtesy and consideration

Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

All duties outlined are within the provisions of the Local Agreement for Superintendents.

### **Any Special Conditions of Service:**

No smoking policy

This job description is list is not exhaustive list of duties and as an employee you will be expected to complete reasonable tasks that may not fall in your written job description.

Highfield Primary School is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.



## Vacancy for a Superintendent

Highfield Primary School is committed to equality of opportunity and fair treatment. We follow the Disclosure and Barring Service (DBS) Code of Practice and the Rehabilitation of Offenders Act 1974. We will consider applications from individuals with criminal records but requires applicants to disclose all relevant information, and it will discuss any disclosures before making a final decision on an offer of employment.

Successful applicants will be subject to online safety checks and enhanced DBS check.



# Vacancy for a Superintendent

## PERSON SPECIFICATION

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b>			
Ability to work as part of a team	Application form and selection process		
Ability to relate to people both in person and on the telephone	Application form and selection process		
Ability to deal with day to day issues on own initiative	Application form and selection process		
Ability to move heavy furniture	Application form and selection process		
To possess basic DIY skills	Application form and selection process		
Ability to relate well to children and adults	Application form and selection process		
Ability to present a positive personal image,	Application form and selection process		



## Vacancy for a Superintendent

contributing to a welcoming school environment which supports equal opportunities for all			
<p><b>EXPERIENCE</b></p> <p>Experience of working as part of a team</p> <p>Handyperson experience</p> <p>Caretaking/site-keeping experience in a school or similar environment</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Experience of working within a cleaning environment</p>	<p>Application form and selection process</p>
<p><b>KNOWLEDGE and UNDERSTANDING</b></p> <p>Awareness and understanding of basic safety and security measures</p> <p>Working knowledge of relevant polices/codes of practice/legislation</p> <p>Knowledge of Health and Safety procedures and precautions</p> <p>Knowledge of COSHH regulations</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Knowledge of basic fire regulation requirements</p> <p>Knowledge of using mechanical cleaning equipment</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>



## Vacancy for a Superintendent

<p>Willingness to develop knowledge of use of ICT and other specialist equipment/resources</p> <p>Awareness of health and hygiene procedures</p> <p>Knowledge of moving and handling procedures</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
<p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Participate in development and training opportunities</p>	<p>Application form and selection process</p>		
<p><b>OTHER CONDITIONS</b></p>	<p>Enhanced DBS clearance</p>		