



JOB DESCRIPTION

DEPARTMENT:	Premises
DESIGNATION:	Assistant Site Supervisor
POST RESPONSIBLE TO:	Senior Site Supervisor
POST GRADE	LEVEL 4 POINT 10 - 14

Purpose of the Post:

To enable the achievement of high quality and performance of the College's premises and estate you will be required to work shifts; (6am – 2pm and 11.30am – 7.30pm on rotation). The role covers the main site, 3 satellite sites and school grounds, reporting to the Senior Site Supervisor.

Duties:

Assistance in:

- Testing and operation of the intruder alarm systems where installed.
- Responsible for custodian duties at all times whilst on duty
- Maintaining keys in their possession for emergency call out on all designated sites.
- Heating and lighting of all sites
- Health and safety matters as required
- Oversight of deliver, use, recording and monitoring of all essential services
- Maintaining adequate levels of consumable items and equipment
- Cleaning and maintaining satisfactory standards of appearance of designated areas not covered by alternative arrangements, cleaning of a non-routine nature
- Gardening projects as required within the grounds
- Portage duties – receive goods delivered and distribute to the correct department or location site
- Work with security patrol staff when required
- Assist with fire evacuation procedures
- Co-ordination of car parking arrangements for school events
- Movement of college equipment around the site
- Communicate with external contractors (Electricians, Joiners, Plumbers, Builders etc)
- Driving the school mini-bus on trips as required
- Oversight of school mini buses
- Occasional opening and securing of the buildings during lettings
- Occasional opening and closing of the site on a Saturday
- Flexible to work some weekends and evening
- Holidays during school closure periods, any time taken outside of school closure periods through negotiation with line manager.

Any other duties to ensure the post objectives are met as designated by line manager or the Headteacher.