

Lancashire County Council Combined Role Profile

Grade Profile – Site Supervisor 2(a) (Grade 4) (2a = Groundsperson Staff)

POST TITLE:	Site Supervisor/Groundsperson 2(a)
GRADE:	Grade 4
CAR USER:	
LOCATION:	All Hallows Catholic High School
RESPONSIBLE TO:	Headteacher / Senior Manager / Site Supervisor3 / Site Manager
STAFF RESPONSIBLE FOR:	Cleaning Staff
JOB PURPOSE: The main objectives to be achieved by the Postholder	
Under the general guidance of the Headteacher/Premises Manager, to contribute to the smooth running of the School by carrying out a range of duties including opening up the school site and making safe, acting as a key holder, taking care of the grounds and ensuring the external areas are maintained to a high standard, safe and clean.	
MAIN ACTIVITIES	What the Postholder will actually do. What prescribed duties the postholder will have
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts Security & Supervision - To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s); - Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations; - Supervision of cleaning teams and where appropriate fill in for absent staff.	
Key duties: (These are examples of the types of tasks you could be asked to complete) 1. Undertake a set programme of grounds maintenance activities to ensure the school premises and all designated areas of the school grounds are maintained in a neat and tidy condition, including cutting and maintaining all perimeter hedges and fences and maintaining the school site field 2. Maintain all the grounds and sports fields, using motorised, powered and other equipment as appropriate 3. Accurately mark out sports fields, athletic tracks as directed and in accordance with the specification for summer/winter activities. 4. Ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times. 5. Carry out basic maintenance of all equipment, liaising with senior staff on major problems 6. Ensure adequate stocks of tools, equipment and materials necessary for the upkeep of the	

school premises

7. Undertake weed control in accordance with local procedures and the use of chemicals
8. Ensure the security of grounds maintenance machinery, tools, equipment and stock
9. General repairs and site work within the school buildings themselves.
10. Preparing the school for events and undertaking any relevant tasks.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Lancashire County Council

Person specification form		
Post title: Site Supervisor 2(a) + Groundsperson	Grade: Grade 4	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications NVQ Level 2 qualification in Caretaking (or equivalent) Full driving licence (at School's discretion)	D D	

Experience Experience of undertaking manual tasks (e.g. maintenance, DIY etc) Experience of supervising staff Experience of security-related duties	D D D	
Knowledge, skills and abilities Ability to work as part of a team Good communication skills Flexible attitude to work Ability to work in an organised and methodical way Basic numeracy & literacy skills Attention to detail skills Basic DIY/Repair skills Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) Ability to manage staff Time management skills Ability to manage own workload and prioritise effectively Awareness of Health & Safety issues	E E E E E E E E E E E	
Awareness of CoSHH <i>Good interpersonal skills</i> <i>Positive approach to customer care and service delivery</i> <i>Commitment to undertaking relevant training and development</i> <i>First aid certificate</i>	E E E E D	
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. <i>Willingness to undertake MIDAS training course (where minibus duties are required)</i> 5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings) 6. Willingness to respond to emergency callouts 7. Satisfactory attendance record/commitment to regular attendance at work	E E E D E E E	I I I

Note: We will always consider your references before confirming a job offer in writing.