



FACILITY MANAGEMENT SUPERVISOR JOB DESCRIPTION (2019)

Responsible to:	Director of Operations
Job Overview	To supervise and assist with a team in the maintenance of the School's premises and facilities; the co-ordination of staff, security, caretaking and maintenance of the minibus fleet.
Duties and Responsibilities:	<p>Management Duties</p> <ul style="list-style-type: none">• Plan and allocate resources to effectively staff and accomplish the work to meet The Prep's productivity and quality goals;• Empower employees to take responsibility for their jobs;• Keep team motivated, resolve minor conflicts;• Time management;• Plan staffing levels and co-ordinate annual leave accordingly. <p>School Premises</p> <ul style="list-style-type: none">• Providing a day-to-day maintenance and trouble-shooting service;• Investigation and repair of leaks, electrical faults and other machinery failure;• Maintenance, dosing and cleaning of the swimming pool. <p>School Security</p> <ul style="list-style-type: none">• Maintaining the school keeping rota;• Maintaining the security of school premises and buildings (alarms, lighting, CCTV). <p>Fire Warden</p> <ul style="list-style-type: none">• Liaise with fire brigade as required;• Arrange the training for Fire Wardens for the School. <p>Transport</p> <ul style="list-style-type: none">• Arranging and preparing minibuses and drivers for external trips.• Organising the maintenance, servicing and repair of school minibuses;• Monitoring changes in licence requirements and driving regulations;• Advising on vehicle replacement. <p>Training and Development</p> <ul style="list-style-type: none">• Participate in the Appraisal & Performance Review process.• Undertake training when the need arises, either for statutory purposes, or for the better fulfilment of this role.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time

	<p>General Requirements</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of pupils for whom you are responsible and with whom you come into contact with. • Maintain high professional standards of attendance, punctuality, appearance and conduct. • Maintain positive, courteous relations with pupils, parents and colleagues. • Promote the good name and reputation of the School. • Adhere to School policies and procedures.
<p>Keys Skills & Knowledge:</p>	<ul style="list-style-type: none"> • Basic knowledge and aptitude for handyman tasks. • Driving Licence. • Manual lifting and handling procedures. • Health & Safety procedures. • Fire precautions.
<p>Competencies & Qualities:</p>	<p>Personal Competencies & Qualities</p> <ul style="list-style-type: none"> • Ability to plan, prioritise and manage a varied workload. • Team focused: shares knowledge and information with other members of staff to promote good practice. • Co-operative, helpful and accommodating with other team members and staff. • Follows instruction and focuses on what needs to be delivered: understands what is needed and responds promptly. • A proactive, 'can do' attitude to all tasks. • Welcomes challenges, and meets them with enthusiasm. • Shows a flexible approach, willing to adapt and respond to priorities. • Seeks out additional duties and uses own initiative. • Consistently strives to maintain a high standard of work. • Shows resilience and adapts well in the face of workplace stressors. <p>Physical Competencies</p> <ul style="list-style-type: none"> • This role necessitates a level of physical strength and fitness to enable the following: • Heavy Lifting. • The ability to stand, climb stairs, walk, squat, kneel and drive. • Good vision and hearing to ensure a quick response to visual and oral cues. • Resilience to exposure of various weather conditions. • Ability to safely climb ladders.
<p>Terms & Conditions</p>	<p>Hours of Work 45 hours a week on average, but these hours will be worked on a rota basis and may be compressed into 3 or 4 days a week.</p>

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	<p>Safeguarding Children Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure & Barring Service.</p>
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