

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD**

JOB DESCRIPTION

Post Title	Site Supervisor (Newark)	Grade	CSS Scale 4
Post No	CS0620P	Date	June 2019
Line Manager	Operations Officer	Directorate	Corporate Support Solutions
Daily Supervision	Operations Officer	Unit/School	Estates & Facilities

Job Purpose

To assist the Operations Officer in the effective facilities management across all college sites (predominantly at Newark), having direct responsible for a diverse team, including site security, site technicians and the cleaning team. The role will also be responsible for the Health & Safety relevant to the position and ensure a high focus on customer service.

Principal Duties and Responsibilities

1. To directly manager the Site Technicians and Cleaning Team Leader and on a day-to-day basis.
2. To be flexible in the location of work to ensure that a Site Supervisor is available cross college in the absence of Supervisors at the other College Campus sites.
3. To liaise with specialist consultants, contractors and suppliers employed by the college on property matters.
4. To be a key holder for the College in the event of any incident on the College premises during the hours when then College is closed.
5. To contact approved contractors in an emergency both in and out of normal College hours.
6. To undertake contractor evaluations and report findings to the Operations Officer.
7. To carry out emergency procedures in the event of fire, floor, intruders, accident or major damage and to undertake and be responsible for the undertaking Fire Drills under the direction of the Operations Officer, Facilities Officer and / or Health & Safety Officer.
8. To carry out stock takes, of all consumables and supplies that are within the scope of the role, and to negotiate with suppliers on quantity, price and delivery.
9. To ensure that the buildings are locked and unlocked, including the setting of alarms as required, together with ensuring the security of the buildings.

10. To ensure the disposal of refuse and recycling waste into the appropriate collection bins and ensure all legislation is adhered to.
11. To ensure the cleanliness of buildings and furnishings and produce a schedule or work to meet the demands of the college, taking a flexible approach to work patterns when required.
12. Ensure that there you have input in producing a training programme for all your staff to meet statutory and legislative requirements specific to roles within the team.
13. To have a knowledge of cleaning equipment and use of chemicals to ensure the safe operation of the Cleaning Team.
14. To take delivery of stores, materials, consumables including the transportation of goods to stores as required.
15. To assist with finance functions related to the position; raising PO for required goods and services and authorising relevant invoices.
16. To implement and maintain your team's operational guidelines, including standards and response times to enquiries.
17. To oversee the relocation, carrying, reassembly and positioning of furniture/equipment using College Vehicles and lifting equipment as required.
18. To ensure the non-routine use of buildings, preparing for use, clearing up and cleaning up after such use and ensuring the building is left secure.
19. To facilitate the set up of College buildings / external venues for College events ensuring resources are available to undertake the work required.
20. To maintain data in order that management and key performance indicators can be produced.
21. To hold a First Aid qualification, ensuring training is regularly updated, and act accordingly as directed by the Health and Safety Officer.
22. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
23. To develop and maintain quality standards appropriate to the post.
24. To maintain professional standards and expertise by undertaking relevant professional development.
25. To conform with the Health & Safety requirements to the post.
26. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

Note: This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other lawful and reasonable duties as directed by a supervising manager

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PERSON SPECIFICATION FORM

Post Title:	Site Supervisor (Newark)	Grade:	CSS Scale 4
Post No:	CS0620P	Date:	May 2019
Directorate:	Corporate Solutions	Unit/School:	Estates & Facilities

No.	Requirement	Proposed Selection Method *
Knowledge		
1	Qualifications equivalent to Level 2 NVQ in a related discipline (ideally working towards Level 3 NVQ).	A/I
Skills/Abilities – Interpersonal		
2	Good customer care skills, with a helpful attitude.	A/I/T
3	Good oral communication skills.	A/I
4	Good written communication skills	A/I/T
Experience		
5	Previous recent experience of working in a similar role.	A/I
6	Previous recent experience in a supervisory capacity.	A/I
Work Related Circumstances		
7	The ability and willingness to undertake relevant staff development.	A/I
8	The willingness to work flexibly, which includes cross college and to cover various tasks within the team.	A/I
Skills/Abilities - Other		
9	The ability to work in a non-discriminatory manner.	A/I
10	Able to undertake minor maintenance tasks.	A/I
11	Ability to work on own initiative	A/I
12	Good organisation skills	A/I/T
13	Appropriate level of IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training.	A/I
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
15	Ability and willingness to travel to other campus i.e. Lincoln & Gainsborough	A/I

Prepared By: Rachel Newton
Designation: GHIFE

Date:
October
2017

* A = Application Form

I = Interview

T = Test