

Premises Supervisor

Job description, 2024

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Job description

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| Job title | Premises Supervisor | Team | Property |
| Job band | £27,718 | Reporting to | Estates Manager/College Business Manager |
| Hours | 37.5 hours per week. 52 weeks per year. | Line manages | N/A |

Approved by: Head of College

Updated: July 2024

About us

Situated in Brighton, St. John's College offers an inclusive environment for autistic young people whose learning, social, emotional and/or communication difficulties are sometimes too complex for many mainstream educational settings to support.

Many children and young people at St. John's have complex diagnoses – their needs do not always fit into a single or simple diagnosis. Therefore, all children and young people are individually assessed, and their programmes individually designed to meet their specific needs. We support a wide range of young people with additional and specific needs.

We support young people from 19-25 who:

- find communication and interaction difficult;
- often experience behaviors of distress;
- struggle with their social and emotional functioning;

Alongside autism, some have hearing and/or visual impairment. Some require residential provision up to, and including, 52-week provision.

Role purpose

You will be an experienced and skilled handy worker or maintenance operative. You'll work within the Maintenance Team on new work and repairs and carrying out other semi-skilled routine tasks as directed by the Estates Manager. You should be able to work with the minimum of supervision. You must also be prepared to attend appropriate training and development sessions, as are deemed necessary by the management team and in accordance with your personal development plan.

Key accountabilities and dimensions

- Undertaking the general repair and maintenance of our Residential and Education buildings, both externally and internally, to promote effective operation and service
- Carrying out ongoing redecoration as and when required to maintain the standards of the buildings.
- Carry out minor building works and basic carpentry/ plumbing/ electrics repair.
- Facilitate testing of fire alarm systems weekly and log the results. Checking call points, fire exits, door retaining devices and fire emergency lights, as specified in organisational procedures and Safety Culture system
- Ensuring all ventilation units and lights are kept clean. Replace any defective light bulbs/diffusers.

- The proactive use and updating of CAFM in which defects and requests for maintenance are recorded by staff. Use this system to prioritise routine and reactive repairs daily in consultation with your line manager.
- Ensure all jobs are completed with service level timelines.
- Assisting deliveries including the collection, removal and disposal of furniture as required.
- To carry out any remedial action required in relation to the checks completed.
- Undertake and facilitate cyclical compliance testing, such as: Fire, Legionella and Electrical testing
- Carry out monthly checks as required and record all findings to ensure estates compliance across the St. John's properties. Checks will involve the following areas of which this is not an exhaustive list; Fire call points, fire extinguishers, fire log books, fire doors, escape routes, water temperatures, shower descaling, emergency lighting and Legionella.
- Provide cover for Estates Manager on ad hoc basis.
- Dealing with contractors visiting sites to carry out projects, annual maintenance checks or repairs.
- Driver desired as visits to other off site residential properties will be required.

Communication:

- Liaising closely with the Estates Manager and College Business manager regarding the maintenance work to be carried out and St Johns Property Compliance Officer regarding health and safety issues.
- Participating in staff meetings as required.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by their manager.

Person specification

| Role and band competencies | Essential |
|---|-----------|
| Specific knowledge, experience and technical skills | |
| 1. Ability to plan and organise work effectively to consistently achieve individual, team and organisational objectives to agreed deadlines | X |
| 2. IT literate using MS applications (e.g. Outlook, Excel, Word) and other systems used within St. John's and AaA | X |
| 3. Demonstrable experience of undertaking general repair and maintenance of buildings | X |
| 4. Experience of testing fire alarm systems and logging results | X |
| 5. Experience of ensuring that properties are up to date with relevant compliance, e.g. fire and electrical testing | X |
| 6. Ability to coordinate with internal stakeholders and external contractors | X |
| 7. Ability to identify and troubleshoot potential issues with property, liaising with relevant stakeholders to ensure maintenance work is actioned | X |
| 8. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | X |
| Personal attributes | |
| 9. Makes timely and informed decisions applying the appropriate level of critical thinking and analysis | X |
| 10. Conveys information effectively and efficiently with good verbal, non-verbal and written communication skills. The ability to successfully facilitate the sharing of information. | X |
| 11. Identifies, prioritises and effectively manages resources (people, equipment, time, space) to achieve consistently high productivity and performance | |
| 12. Acknowledges the need to achieve positive change and challenges existing practices. | |
| 13. Adopts a learner centred approach in all aspects of work. | |
| 14. Actively builds and maintains positive relationships with others and values collaboration. | X |
| 15. Promotes equality of opportunity; treating all people with fairness, dignity and respect. Challenges discriminatory behaviour and upholds and fosters diversity. | X |
| 16. Promotes equality of opportunity; treating all people with fairness, dignity and respect. Challenges discriminatory behaviour and upholds and fosters diversity. | X |
| 17. Consistently motivated, committed and can perform all duties in all situations. | |
| 18. Consistently acts in a principled, open and conscientious manner and challenges unacceptable behaviour | |

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| 19. Adheres to and is an exemplary example of professional standards (Care, HR). Consistently works to the values and ethos of AaA at St. John's. | X |
| 20. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities. | X |

How to apply

| Stage | Timescale |
|---|---|
| Closing date for applications | Sunday 18th August 2024 |
| Candidates informed of outcome of application | W/C Monday 19th August 2024 |
| Interviews (at St John's College, Brighton) | W/C Monday 19th August 2024 |

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk.

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.