



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION

Facilities Supervisor

Reporting to: Facilities Manager

Responsible for: 3 Facilities staff (in conjunction with the Facilities Manager)

Indirectly responsible along with the Facilities Manager: Contract cleaning staff, security and all contracted maintenance services staff

Purpose:

- In conjunction with the Facilities Manager the Facilities Supervisor will be responsible for providing safe working and learning environments.
- Directly support and assist the Facilities Manager in all areas of the maintenance, care and upkeep of the school's buildings, grounds and facilities.
- To be able to carry out electrical, plumbing, carpentry and other general repairs around the school sites.
- To deputise in the Facilities Manager's absence.

Working Hours:

This post is subject to a flexible shift pattern.

At the present time current shifts that will be required are:

Two shifts, on a two-week rotation.

Monday to Friday 6 am until 3 pm - (Weeks one and two)

Monday to Friday 8am to 5pm – (Weeks three and four).

Sunday on a 4-week rotation basis.

Additional hours which will occur on weekends and evenings required as needed to cover special events, lock-up responsibility, providing access to contractors (e.g. Airconditioning, plumbing contractors) and out of Hours Security.

Liaising with:

Director
Business Manager

Principals

All staff

External Contacts: Suppliers of goods and services, maintenance contractors

Key Responsibilities:

Building Services and Compliance

- In conjunction with the Facilities Manager ensure the management of day-to-day building services operations including the efficient running, repairs, inspection, servicing, and record keeping of the diverse range of services within the school.
- Proactively collaborating with the team to ensure that all day to day requested maintenance jobs are completed and closed.
- Ensure building services contractors work safely on site and within school policies.
- Support the Facilities Manager with planning and managing programs of all scheduled preventative maintenance to ensure the sites are well presented, safe and functioning at all times and assets are protected.
- Manage internal stakeholder requests pertaining to any work through the Freshdesk system.

Logistics and Operational Support Services

- Provide logistics and operational support services to the Facilities Manager and Leadership Team.
- Assist with planning and setting up for the school and/or other events which are occurring at the school. For example, School Assembly, exams, Graduation, special assemblies, professional development days, meetings; church services
- Ensure only contractors with a valid ID card are signed in and accompanied while on site.
- Monitor and report any performance, safety and/or security incidences at the two sites.

Health and Safety

- Ensuring the standards of cleanliness are maintained at the highest standards.
- In collaboration with the Facilities Manager ensuring annual maintenance and inspections of all firefighting and fire alarm systems.
 - Undertaking the operation and periodic checking of the fire alarm system and equipment,
 - Initiating regular fire drills in liaison with Principals.
- Monitoring the safe storage and control of any potentially harmful materials and chemicals used by Facilities and Janitorial within the School and ensuring that such materials are appropriately marked and signposted.
- Responsibility for the maintenance and upkeep of the premises and equipment including the required safety checks and to consult with needed contractors as required.
- Responding on rotation to call outs by emergency personnel such as police, fire and alarm company control during closure periods including nights and weekends.
- Awareness of and adherence to applicable School policies and procedures, regulations, legislation and procedures (Health and Safety, Data Protection, Safeguarding of Children).
- In collaboration with the Facilities Manager ensuring the safe and efficient operation of all premises-related mechanical, plumbing, electrical, and other plant, including the completion of annual generator servicing, testing and monitoring.
- Having knowledge of the location of all water and gas stop mains and electrical panel boxes
- Ensuring that all working practices comply with current legislation and school policies, including safeguarding.

Facilities Maintenance and Development

- Working with the Facilities Team to ensure that maintenance schedules and routine programs of work for premises and grounds maintenance are carried out.
- Monitoring the helpdesk and assigning tasks so that staff can respond effectively to any reports of maintenance issues and ensuring these are taken care of in a timely fashion.
- Along with the Facilities Team carrying out the duties of the day-to-day maintenance and repairs and upkeep of the school premises.
- Carrying out regular checks and inspections of the premises, equipment and grounds, keeping accurate records where appropriate.

Equipment

- Responsibility for equipment provided for use in facilities maintenance, including the purchasing along with the Facilities Manager and the physical safekeeping of school equipment.
- Ensure all equipment is used in accordance with the training provided, the School's policies and procedures, and the applicable Government regulations.
- Ensure that the school's security systems are well maintained and functional.
- Using, where applicable, any safety equipment or Personal Protective Equipment provided.
- Maintain an inventory of Maintenance equipment, including putting together and maintaining an Asset Register of equipment.
- Monitor the use of equipment by ensuring equipment does not leave the sites, report any missing equipment and ensure that all the equipment is safely and appropriately placed, properly used and returned to its rightful place.
- Create and manage an Equipment Usage Log.

Leadership and Management

- Responsibility for personal continuing self-development, undertaking training as appropriate, and in conjunction with the Facilities Manager ensuring that team members have the skill and resources to undertake their duties effectively.
- Responsibility for the day-to-day management of all premises and facilities staff.
- Ensure that any performance matters are addressed in a timely and effective way.
- Assisting with any building projects and maintenance work undertaken on the school premises, including acting as a first point of contact with regards to liaison with building contractors, in the absence of the Facilities Manager.
- Working with the Facilities Manager to ensure that work has been done satisfactorily where external contractors / inspectors are employed.
- Attending regular meetings with the Business Manager, the Facilities Manager and the Facilities team, for reporting purposes.

Other

- Participation in induction training and CPD opportunities
- A range of relevant training will be provided to ensure that the successful applicant retains up to date skills and knowledge as appropriate to the role and to working in a school environment.
- Undertake any other reasonable tasks as requested by the Director, Business Manager or Facilities Manager

General

- Strong written and oral English skills.
- 5 years of experience working in Facilities/Maintenance with a minimum of 2 years' experience leading a Team.
- Experience working within an educational establishment would be advantageous.
- Ability to use Microsoft Office software, amongst other software tools.
- Ability to participate in customer / supplier relationships.
- Ability to work under pressure.
- Possession and maintenance of a valid full Cayman Islands Driver's License.
- Leadership with ability to drive a team.
- Proven ability to coach and develop others.
- High degree of integrity and honesty in all dealings.
- Excellent analytical, interpersonal, organisational and communication skills

All Staff Are Expected To:

- Maintain confidentiality at all times regarding student information and related School matters.
- Support the Christian aims and ethos of the School, setting good examples in terms of dress, punctuality and demeanor.
- Uphold the School's Staff Code of Conduct, uniform requirements, and other regulations.
- Attend and participate in staff CPD sessions, /School-based meetings and extra-curricular activities.
- Assist with various duties as assigned by the Facilities Manager or Business Manager, according to the needs of the School.

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post holder Name: _____ Date: _____

Post Holder Signature: _____

Business Manager: _____ Date: _____