



Believe Achieve Succeed – Learning without limits

Job Description

Job title:	Site Supervisor
Grade:	G5; 52 weeks per year, 36 hours per week (job share considered)
Responsible to:	School Business Manager, Headteacher

Key features of the role

- To be responsible for ensuring that the premises and grounds of the school are maintained to the highest possible level at all times.
- Will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.
- Will offer the children an excellent model of good relationships, attitudes and behaviour.
- Work closely with the School Business Manager.
- Share in whole staff responsibility for the well-being of all pupils.
- Assist, when necessary, the daily work of the cleaners.
- Attend necessary training as required.

Security

- As the main key holder, to be responsible for opening the school, disarming the alarm system, securing the school, including windows, exit doors and gates and re-arming the alarm system.
- As a key holder and as first point of contact, attend to all matters relating to the alarm system, including responding to and setting of the school alarm, liaising with the police, key holding company and Security Company.
- Alert the Headteacher and School Business Manager to any risk to a breach of security.
- Open and close the school for evening use at times as arranged by the Headteacher.
- Maintenance and perusal of CCTV equipment when necessary.
- Key cutting control as directed by the Headteacher.

Health and Safety

- Implement all aspects of the school's health and safety procedures as documented and review these annually in conjunction with the School Business Manager.
- Ensure that all work carried out the cleaning staff is completed with due regard to health and safety policies and regulations.
- Ensure compliance within the school with all health and safety COSHH regulations.
- In conjunction with the School Business Manager, regularly carry out a risk assessment of the site and keep appropriate records.
- Participate in regular emergency evacuation practices and keep appropriate records.
- Liaise with the School Business Manager, to deal with emergency situations in accordance with the school's health and safety policy.
- Test the fire alarm system weekly, ensuring that any defects are dealt with, and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require.
- Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained.
- Maintain playground areas and outdoor equipment, checking their condition weekly.
- Ensure that playgrounds, paths, driveways, car parks and school entrances are in a satisfactory condition.
- Snow clearing and salting as required.
- Clean floors and/or furnishings after any sickness has occurred during active duty times.
- Organise removal of rubbish from the site as and when necessary.
- Grit the premises in icy weather as per the health and safety policy.



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- Ensure that all portable appliances are tested annually or when any changes are made.
- Ensure appropriate Legionella checks are carried out and recorded (appropriate training will be provided).

Management and Administration

- Be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the School Business Manager.
- Respond to all reasonable requests, commensurate with the role, as made by the Headteacher and School Business Manager.
- Submit and follow up maintenance requisitions in consultation with the School Business Manager, only ordering materials within budget guidelines.
- With School Business Manager, ensure that documentation relating to the premises is kept up-to-date at all times.
- Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks as agreed with the School Business Manager.
- Liaise with contractors and other professionals as directed by the School Business Manager and Headteacher.
- Arrange tenders and quotes and manage the appointment of external contractors. This could include the writing of specifications for work to be done.
- Noting, monitoring and reporting any defects in the school buildings to the School Business Manager and arrange for repairs and works to be carried out by contractors where own ability is not sufficient.
- Carry out minor maintenance work and repairs that do not require the employment of a contractor.

Services, Maintenance and Repairs

- Ensure maintenance, repairs and inspections of equipment are conducted in accordance with school health and safety regulations.
- Report any defects of building, furniture, fittings and equipment to the Headteacher and School Business Manager.
- Ensure the correct signs are on display e.g. exit, first aid signs.
- Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.
- Ensure that the boiler room is tidy and that no flammable material is stored there.
- Undertake duties covering maintenance items and emergency repairs as agreed with the School Business Manager, contacting and engaging contractors for tasks requiring specialist skills and keeping relevant records.
- Undertake some external and internal redecoration to an agreed programme, including during the school holidays.
- Ensure replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc., as required, using appropriate access equipment.

Contractors

- Liaise with and ensure that contractors work within health and safety legislation ensuring safety of all persons using the school premises.
- Report any problems/concerns about the work of the contractors on site to the Headteacher and/or School Business Manager.
- Ensure that risk assessments and method statements are available for all work on site and that permits to work are issued on behalf of the school.

Cleaning and Hygiene

- Responsible for the day-to-day monitoring of cleaners and report any issues to the cleaning company.
- Responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and animal waste found on the playgrounds.
- Ensure that external rubbish is stored appropriately.
- Ensure the school playground is swept, pick up litter and be responsible for the removal of all debris from the roof, paths, play areas, flowerbeds and all entrances.



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- Responsible for additional cleaning that is not covered by the in-house cleaning team, e.g. window cleaning. Ensure that all internal glass is cleaned.
- To clean the hall floors regularly.
- To remove graffiti as required.
- To be responsible for the removal of simple toilet blockages.
- Assist cleaners with stock take and orders for cleaning and allied materials required by the school within established budget and ensure supplies are always available.

Lettings

- If additional hours are required to cover lettings, these will be paid at the overtime rate.
- Prepare the required accommodation in accordance with the lettings policy.
- Ensure the security and cleanliness of the site on completion of the letting.
- Ensuring the hirer complies with the terms of the lettings policy.

Porterage

- Move furniture and equipment as necessary/required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.
- During work hours, put out/away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, meetings etc).
- Help with porterage of deliveries to the site as appropriate, during on-site times.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



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**SITE SUPERVISOR
Person Specification**

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working alongside people as part of a team • An understanding that the needs and safety of the children and staff are of prime concern • Work effectively both independently and as part of a team • An awareness of the need for strict hygiene and cleaning standards 	<ul style="list-style-type: none"> • Experience of primary school caretaking • Working in a school environment/site management
Qualifications	<ul style="list-style-type: none"> • Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work. 	<ul style="list-style-type: none"> • Have worked in an environment using similar skills • Experience or expertise in areas of DIY • Relevant qualification or training in First Aid and/or Health and Safety, COSHH
Skills and Abilities	<ul style="list-style-type: none"> • Good organisational skills • Ability to prioritise, plan, schedule and evaluate work • Ability to be proactive and work on own initiative and manage own work load, within a budget • Ability to manage a small team • Commitment to the security and wellbeing of the school • A willingness to undertake as necessary training in all aspects of the job including health and safety • Able to communicate verbally and in writing with all school stakeholders • Ability to drive and holding a clean driving licence 	<ul style="list-style-type: none"> • Experience of security systems • Some evidence of administration and IT skills e.g. Record keeping, time sheets • Knowledge and experience of Health and Safety regulations • An understanding of committee and meetings procedures
Personal qualities and attitudes	<ul style="list-style-type: none"> • Enthusiasm • Sense of humour • Flexibility • To be a proactive member of the school community • Hard-working • Common sense and initiative • Ability and commitment to contribute fully to the tasks in school • To uphold the ethos of our school 	<ul style="list-style-type: none"> • An interest in professional self-development • A willingness to contribute to the wider life of the school
Physical requirements	<ul style="list-style-type: none"> • Ability to physically carry out the duties of the post • Ability to work at high levels with appropriate equipment • Ability to deal with some manual handling 	



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