

Job Description

Site Supervisor

Cidari Multi Academy Trust
Newchurch St Mary's Church of England Primary Academy
Salary: NJC Grade 4 Scale 4-6
Reporting to: Headteacher
Deployed by: Headteacher

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| Prepared by: | Louise Gregson | Approved by: | Matt McIver |
| Prepared on: | 8th April 2025 | Approved on: | 25th April 2025 |
| Reviewed by HR: | Laura Wright-Dixon | Permitted use: | All Cidari Academies |
| Reviewed on: | 24th April 2025 | Applicable Terms | The Green Book |

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Site Supervisor

The core purpose of the Site Supervisor is to assist in the maintenance and security of the school's premises and site, ensuring a safe working environment, as directed.

B. Strategic Focus of the Role

Under the direction of a designated manager, the post holder will contribute to the smooth running of the school. This will involve a range of caretaking duties, including site security and supervision of related equipment, portorage, cleaning, and maintenance, all carried out to agreed quality standards. The role also includes working with the designated manager to promote health and safety and conduct checks to ensure site compliance. The post holder may be deployed to provide operational support across other Trust schools to ensure consistency and site safety, as required.

C. Duties and Responsibilities

- Act as a key holder and execute security procedures for the buildings and grounds. This includes the routine and non-routine opening of the premises and grounds, ensuring the buildings and site are secure, responding to calls outside normal working hours due to intruder alarm activations.
- Providing access, where possible, to the premises and classrooms during emergencies such as snow, minor flooding, or similar situations.





- Use approved IT systems to keep accurate records relating to compliance, maintenance and security.
- Carry out site and equipment safety checks (daily, weekly, monthly, termly etc) and record appropriately on approved systems.
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to designated manager and Headteacher immediately.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean. Removal of moss, weeds, leaves and other debris from pathways, walls and hard standing surfaces.
- Handle cleaning materials in line with COSHH regulations.
- Supervision of cleaning staff.
- Monitoring the standards of cleanliness of the premises and furnishings.
- Act as school contact in relation to premises related contractors.
- Facilitate lettings and carry out associated tasks in line with local arrangements.
- Undertake general portage duties including moving furniture and equipment.
- Undertake minor repairs and maintenance of the buildings and site which are not beyond the scope and capability of the postholder including - Basic plumbing; Minor maintenance of the heating system; Minor repairs to school furniture, sports and classroom equipment; Painting and decorating; Plastering work such as repairing cracked or broken plaster; Fencing and boundary repairs; Minor gardening duties;
- Manage heating plant operation, frost precautions, and routine safety checks, ensuring energy efficiency at all times.
- Arrange regular maintenance and safety checks, ensuring these are completed within required timescales.
- Fulfilling monitoring and management duties under Control of Asbestos Regulations 2012.
- Responsible for using and storing equipment and consumables.
- Handle small amounts of cash for the purchase of materials required to carry out minor repairs.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Receive deliveries to the school site.
- Collect and assemble waste for collection, promoting the Trusts policy on recycling and sustainability.
- Support the delivery of capital projects by facilitating contractor access and monitoring as required.
- Provide operational support to other Cidari Trust school sites when directed, including temporary site cover or assistance with maintenance or compliance checks.

Individuals in this role may also:



- Undertake cleaning duties as required to support the smooth running of the site.
- Periodic cleaning of designated areas of the school building and grounds according to instructions, including high-level cleaning.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment and portable electrical testing

D. General Responsibilities:

- To act in accordance with Cidari's policies and procedures.
- To act as a role model and work in accordance with the Trust values and ethos.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within Cidari and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with Cidari's Health and Safety Policy at all times.
- To adhere to Cidari's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- Support in the administering of first aid to staff and students

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Site Supervisor is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.