

Site Supervisor

Job Profile



Job Purpose	Responsible for overseeing the day-to-day management and maintenance of school premises, ensuring a safe, secure, and well-maintained environment for pupils, staff, and visitors. This role involves coordinating site operations, managing the cleaning team and ensuring compliance with health and safety regulations. This is a key role in supporting the educational mission by maintaining facilities to a high standard, responding promptly to issues, and contributing to the smooth running of the school. The role will involve lone working, particularly during opening up and locking up the school site.
Location:	Leyland Methodist Primary Schools
Reporting to:	Headteacher/Health, Safety & Estates Lead
Responsible for – Staff	Cleaner
Liaising with:	SLT/Health, Safety & Estates Lead
Disclosure Level:	Enhanced
Grade of post:	Grade
Hours of Work	37 Hours

Job Outline

Key Duties:

- To manage and supervise cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness throughout.
- Organise an annual deep clean of classrooms, staffrooms, kitchen, dining areas and other frequently used spaces on school premises.
- Act as a designated key holder for the school premises and maintain security.
- Operate and regularly check systems such as water, heating, cooling, lighting and security (including alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Arrange emergency repairs.
- Carry out or arrange regular maintenance and safety checks in liaison with the Health, Safety & Estates Lead
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Monitor consumables and stock and order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Setting up of rooms for special activities e.g. Christmas performance.

Security

- Set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures.
- Carry out regular checks of alarm systems, locks, windows, outbuildings, security gates and perimeter fencing, and ensure any necessary repairs are actioned.

- In partnership with all other members of staff, maintain the security of the school site by being vigilant with regard to visitors to the site and reporting any concerns the Headteacher. Ensure that the office staff are aware of persons working on the site and that a register of workers is maintained.
- Key-cutting control as directed by the Headteacher.

Health & Safety

- To undertake safety audits of the premises with the Health, Safety & Estates Lead and H&S governor. Assist with relevant risk assessments as required such as routine weekly fire alarm tests.
- To work with or direct contractors (with support from the Health, Safety & Estates Lead) with repair or maintenance jobs and ensure their work complies with specified standards and health and safety requirements.
- Implement all aspects of the school's health and safety procedures as documented and review these as required.
- Ensure that all work carried out by cleaning staff is completed with due regard to health and safety policies and regulations.
- To ensure any equipment used is operated correctly and maintained in good working order.
- Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to the Health, Safety & Estates Lead immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Assist in carrying out regular emergency evacuation and lockdown practices and keep appropriate records.
- Assist in carrying out accident investigation and emergency action. Liaise with the Headteacher/Health, Safety & Estates Lead to deal with emergency situations in accordance with the school's health and safety policy.
- Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained.
- Maintain play areas and outdoor equipment, checking their condition weekly.
- Grit the premises in icy weather as per the health and safety policy.
- Ensure appropriate legionella checks are carried out and recorded (appropriate training will be provided).
- To promote and encourage safe working practices for pupils, staff and visitors in accordance with appropriate risk management and health and safety legislation.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Ensure all fire safety checks are completed and recorded.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the site supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher and/or Health, Safety & Estates Lead.

Other Specific Duties

- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- To carry out the duties in the most effective, efficient and economic manner available.
- To undertake Safeguarding Training as per the Trust's training cycle.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

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Person Specification / Selection Criteria

A. Experience	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous similar experience in a school/college environment		D	A, I
Experience of Moving and Handling and Working at Height Procedures	E		A, I
Usage of a wide variety of cleaning equipment	E		A, I
Security, including alarm systems		D	A, I
Experience of practical application of building and maintenance skills in a working environment.	E		
Experience of managing staff		D	A, I

B. Training and Qualifications	Essential	Desirable	Source
Willingness to develop professionally and undertake further training as required	E		A, I

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

C. Knowledge and Understanding	Essential	Desirable	Source
Good numeracy and literacy skills and the ability to prepare reports and keep accurate records	E		A, I
Knowledge of fire safety and legionella	E		A, I
An understanding of the main health and safety regulations, including COSHH and risk assessment and how they apply in a school environment.	E		A, I

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

D. Personal Skills, Abilities and Competencies	Essential	Desirable	Source
Ability to undertake a range of caretaking and cleaning duties	E		A, I
Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.	E		A, I
Ability to act on own initiative, dealing with any unexpected problems that arise	E		A, I
Commitment to promoting the ethos and Christian values of the school and trust.	E		A, I
Demonstrate good interpersonal skills and communicate with a range of people	E		A, I

Commitment to maintaining confidentiality at all times	E		A, I
Commitment to safeguarding and equality	E		A, I
Ability to provide high quality supervision, training and support to cleaning staff	E		A, I
Ability to inspect and record the work of others	E		A, I
Ability to work effectively and supportively as a member of the school team	E		A, I
Commitment to the school motto "Do all you Can"	E		A, I
Stay up to date with policies and procedures	E		A, I

E. Legal	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I