



Our Lady and All Saints Catholic Multi Academy

Our Lady's Catholic Primary School

JOB DESCRIPTION – Site Supervisor (Band C)

Hours: Split Shift (Preferred) – 7:00am–10:00am and 2:30pm–6:00pm

Location: Our Lady's Catholic Primary School, East Meadway, Tile Cross Birmingham, B33 0AU

Responsible to: School Business Manager / Headteacher

1 Job Purpose

- To ensure the school site is safe, secure, clean and well-maintained at all times.
- To carry out statutory site checks, routine maintenance, and minor repairs.
- To act as a key holder, responsible for opening and locking the school each day.
- To liaise with contractors, tradespeople and external services to support the smooth running of the school.

2 Key Responsibilities

2.1 Site Security & Key Holding

- Open the school each morning and ensure the site is safe and ready for pupils and staff.
- Lock and secure the school at the end of the day, ensuring alarms are set and all areas are secure.
- Act as a primary key holder, responding to alarm activations and emergency call-outs when required.
- Conduct daily checks for signs of vandalism, damage or security breaches.

2.2 Statutory Compliance & Health and Safety

- Carry out and record all statutory site checks, including:
 - Fire alarm tests
 - Emergency lighting checks
 - Legionella flushing
 - Playground and site safety inspections
 - Asbestos monitoring (where applicable)
- Maintain accurate logs and ensure compliance with Health & Safety legislation.
- Report hazards promptly and take immediate action to make areas safe.
- Support the implementation of the school's Health & Safety policy and risk assessments.
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2.3 Maintenance & Repairs

- Undertake routine maintenance and minor repairs across the school site, including basic plumbing, carpentry, decorating and general upkeep.
- Ensure the site, buildings and grounds are kept in good condition.
- Monitor the condition of the premises and report larger repair needs to the Site Manager/Business Manager.

Ensure heating, lighting and ventilation systems operate effectively, reporting faults as

necessary.

2.4 Communication & Teamwork

- Liaise with contractors and tradespeople attending the site, ensuring safe working practices and appropriate access.
- Obtain quotes for minor works where required.
- Monitor the quality and completion of contracted work.
- Support small-scale building or maintenance projects as directed.

2.5 Cleaning, Waste Management & General Duties

- Ensure cleaning standards are maintained and support cleaning staff where necessary.
- Carry out ad-hoc cleaning tasks, including spillages, sanitary checks and emergency cleaning.
- Ensure external areas, playgrounds, paths and car parks are kept clean, safe and free from debris.
- Clear snow/ice and apply grit to maintain safe access during winter months.
- Move furniture, equipment and deliveries as required.

2.6 Communication & Teamwork

- Work closely with the Site Manager, School Business Manager and leadership team to ensure the smooth running of the school.
- Attend relevant training and meetings.
- Maintain positive relationships with staff, pupils, parents and visitors.

3.0 Supervision Received

- Work under the direction of the Site Manager/School Business Manager.
- Expected to work independently within established procedures and report issues as required.

3.0 Safeguarding

- Post holder will be required to carry out annual safeguarding training
- Support the school in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults they are responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system
- Ensure compliance to Safeguarding Policies and Procedures within the MAC
- Our Lady's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company (the MAC) has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment
- Our Lady and All Saints Catholic Multi Academy (The MAC) is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out.

4.0 Buildings & Equipment

All staff are responsible for the correct use and handling of equipment

Where applicable, the correct equipment and/or resources are made available for pupil use.

5.0 Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures

6.0 Equal Opportunities

Our Lady and All Saints Catholic Multi Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

7.0 Variations to Job Descriptions

Due to changing demands, duties and responsibilities may vary from time to time and amendments to job descriptions may be required to reflect changing requirements

8.0 Mobility

Whilst this post is initially based Our Lady's Catholic Primary School, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of Our Lady and All Saints Multi Academy Company. Occasional evening or weekend work may be required for school events or emergencies. Some duties may need to be carried out during school holidays.