

Site Supervisor

Job Title:	Site Supervisor		
Salary:	GR2	Hours:	To be confirmed Term Time Only
Contract Type:	Permanent		
Reporting to:	Headteacher		

Main Purpose:

To provide a clean, safe and secure environment for all users of the school buildings and grounds. The postholder is responsible for the security, maintenance, cleaning and health and safety of the school site, and for supervising cleaning and site staff to ensure the premises are well maintained and fit for purpose at all times.

Duties and responsibilities

1. Security and Site Management

- Take responsibility for the security of the school's buildings and grounds, including opening and closing the premises in accordance with the operational timetable.
- Operate the school's heating plant and systems, ensuring the buildings are maintained at a comfortable and safe temperature.
- Carry out general portage duties, including the movement of furniture and equipment within the school as required.
- Monitor and record utility meter readings and report to the Headteacher or Asset and Facilities Manager as required.
- Liaise regularly with the Headteacher and Asset and Facilities Manager, and at least once each half-term, regarding health and safety issues, ongoing repairs, maintenance and building projects.

2. Maintenance and Repairs

- Carry out handyman duties as required, including minor repairs to furniture and fixtures and non-specialist decorating tasks.
- Identify maintenance issues and defects across the site, taking prompt action and escalating to the Headteacher or Asset and Facilities Manager where specialist work is required.
- Ensure that all maintenance work undertaken meets appropriate safety and quality standards.
- Keep accurate records of all maintenance, repairs and inspection activities carried out on site.
- Manage the availability and condition of tools, equipment and materials needed to carry out site duties effectively.

- Carry out the full range of caretaking duties anywhere in the school as required by operational needs.

3. Cleaning and Premises

- Oversee and carry out the daily and periodic cleaning of designated areas of the school buildings and grounds according to the schedule of work.
- Ensure that cleaning standards across the school are consistently maintained and meet the required health and hygiene requirements.
- Manage the ordering, storage and safe use of cleaning materials and equipment in accordance with COSHH regulations.
- Ensure that all cleaning equipment is maintained in good working order and report any faults or replacements required to the Headteacher.

4. Health, Safety and Compliance

- Comply with all Health and Safety legislation and school policies, taking responsibility for implementing safe working practices across the site.
- Complete and record all required compliance checks, including statutory testing, inspections and certifications in line with legislative and Trust requirements.
- Take appropriate action to identify, evaluate and minimise risks to health, safety and security across the school site, reporting concerns promptly.
- Ensure emergency procedures including fire evacuation plans are understood, rehearsed and properly maintained.

5. Supervision and Contractor Management

- Supervise cleaning and site staff, organising and directing workloads to ensure that all site duties are completed to the required standard.
- Arrange for and supervise external contractors carrying out work in school, ensuring they sign in and out, comply with site rules, and complete work safely and to a satisfactory standard.
- Ensure that required compliance checks are completed and properly recorded, including supervision of contractors where required.
- Undertake any other duties appropriate to the grade in order to ensure the smooth, safe and effective running of the school site.

Employee responsibilities

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Comply with all policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security across the school site.

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- Establish constructive relationships and communication with all staff, contractors and other agencies or professionals.
- Participate in training and other learning activities and performance development as required.
- Act at all times in a manner appropriate to the seniority of the post, promoting the agreed vision and aims of the school.

Supervision received

- Works under the direction of the Headteacher / Head of School and Asset and Facilities Manager.
- Expected to work with a significant degree of autonomy, plan and manage own workload and that of site and cleaning staff, and meet defined objectives and deadlines.

Notes:

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 this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher / Head of School.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____

Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
Qualifications		
GCSE English and Maths (grades A*–C / Grade 4–9) or equivalent.	City and Guilds Cleaning Techniques qualification or equivalent.	A / C
Health and Safety qualification (e.g. IOSH Working Safely or equivalent).	NEBSS Manual Supervisors Course or equivalent supervisory management qualification.	A
Experience		
Experience in caretaking, site supervision or facilities management in a school or similar public sector environment.	Experience of site supervision or facilities management in a school setting.	A / I
Experience of maintenance, cleaning and handyperson work, with knowledge of relevant techniques and standards.	Experience of organising and controlling the work of cleaning or site staff.	A / I
Experience of completing and recording statutory compliance checks and maintaining site records.	Experience of arranging and supervising external contractors working on a school site.	A / I
Experience of operating heating plant and building management systems.	Experience of working across more than one school site or within a multi-site facilities environment.	A / I
Knowledge & Skills		
Ability to fulfil all spoken aspects of the role with confidence using the English language, as required by Part 7 of the Immigration Act 2016.	Knowledge of maintenance and cleaning techniques applicable to a school or public building environment.	A / I
Knowledge of Health and Safety legislation relevant to site management, including COSHH, manual handling and fire safety.	Knowledge of statutory compliance requirements for school premises, including testing, inspection and certification obligations.	A / I

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Ability to organise, supervise and direct the work of cleaning and site staff effectively.	Ability to identify maintenance defects, assess risk and prioritise remedial action appropriately.	A / I
Strong organisational and planning skills with the ability to manage a varied workload across all areas of site management.		I
Ability to maintain accurate records of maintenance, compliance checks and site activity.		A / I / T
Ability to communicate clearly and professionally with the Headteacher, staff, contractors and external agencies.		A / I
Ability to work independently with a high degree of initiative, manage competing priorities and escalate issues to the Headteacher appropriately.		I
Physically fit and able to carry out the full range of manual duties required, including lifting, carrying and working at heights as appropriate.		A / I / T
Personal qualities		
Commitment to the ethos, values and safeguarding responsibilities of the Trust.		A / I
Self-reliant and self-motivated, with the ability to motivate and lead site and cleaning staff effectively.	Commitment to acting with integrity, honesty and fairness to safeguard the reputation and assets of the school.	I
Ability to work calmly under pressure, prioritise effectively and deal with difficult or unexpected situations confidently.		I
Positive, flexible and reliable approach with a strong commitment to maintaining a safe, clean and welcoming school environment.	Ability to build constructive and professional working relationships with staff, contractors and the wider school community.	I

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Willing to embrace change,
undertake relevant training and
adapt to evolving site
management requirements.

