

**SUPPORT STAFF  
SITE MANAGEMENT****Job Description**

**Post:** Caretaker/Site Supervisor Role  
**Date:** June 2025  
**Working Hours:** 37 hours per week over two shift patterns:  
10:00 – 18:00 (10:30 Friday) and 13:00 – 21:00 (13:30 Friday)  
**Working Weeks:** 52 weeks  
**Salary Grade:** Points 6-8  
**Salary:** £13.47/£25,989 - £13.90/£26,824 (pay award pending)

**General Description of Post**

This position supports the existing successful Premises team and helps extend the service they provide beyond normal school hours. St John's is a high quality and highly active educational institution during the day. After school hours a variety of community activities take place including, but not limited to, Drama and Dance Classes, Pilates, Football, Badminton and Basketball. In addition, a wide range of school activities and meetings occur most evenings and the Theatre can host performances and other large events.

A degree of flexibility is required for this role. The Site Team provides a presence on site from 07:00 – 21:00 on weekdays. This position will operate over a two-shift rota - 10:00 – 18:00 (10:30 Friday) and 13:00 – 21:00 (13:30 Friday). During some school breaks it may be possible to only work the early shift, but this is dependent on how and when facilities are hired out. This is subject to change per break and per year and would be decided on a case-by-case basis shortly before each break.

The role involves aiding the Site Team in ensuring the smooth running and safety of site activities and infrastructure. It involves carrying out minor maintenance and routine checks, meeting the needs of all user groups, setting up and taking down furniture and ensuring the buildings are safe and secure. It also means being the face of the school in the evenings. The Site Supervisor is responsible to both the Site and Assistant Site Managers who will co-ordinate the work schedule of the post.

**I. Specific responsibilities will include**

- The security of the School Buildings. This includes the unlocking, locking of the buildings and the setting of the alarm system during the school holidays. It also includes being able to operate the fire alarm system at all times (including problem solving).
- Carrying out routine or specific maintenance and repairs as directed by the Site Manager or the Assistant Site Manager. This may include decorating, basic plumbing, woodwork, portage etc....
- Carry out compliance checks, inspections and readings. This requires filling out paperwork as directed so accurate and clear records can be kept and uploaded to the central academy compliance hub.
- Ensuring the safety of the site including assisting with emergency repairs and clear ups, cordoning off areas as necessary. Also gritting and snow clearing during the winter as required.
- Assisting with/covering work in the external grounds when necessary including hedge trimming, mowing/strimming, temporary fencing and moving equipment.
- Setting up and taking down furniture requirements for Academy events and Hirers.
- Meeting Hirers as necessary and ensuring access and arrangements are as required.
- Carrying out maintenance and inspection on the 3G pitch, including controlling access and making sure it is suitable for hirers. E.g. switching the floodlights on.
- Ensuring the site is always well presented which may include basic cleaning before or after school/community events and hirers' events, portage of deliveries and aiding with external maintenance including litter clearance and emptying bins.
- Driving of school minibus for maintenance and for site matters.



- Complying with any and all systems put in place to protect the safety of all, including the postholder.
- Occasional keyholder/on call support outside of academy opening hours (for an additional fee). This would be on a rota basis with other members of the Site Team if necessary.

## **2. Other Duties**

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Alan Henderson  
Principal

### **Person Specification**

#### **Caretaker/Site Supervisor**

Applicants should ideally be in possession of the following qualifications and personal qualities:

#### **Qualifications**

5 A-C grade GCSE's or equivalent – desirable but not essential.

License to drive a minibus – if not already qualified, willing to gain necessary qualification.

#### **Knowledge and Experience**

Building and premises maintenance skills or confident DIY skills and a willingness to apply/improve them.

Work with Security and Alarms Systems (training will be provided with on-site systems) .

Previous responsibility for specific areas of work.

Awareness of relevant industry Health and Safety.

Basic ICT Literacy and/or a willingness to engage with IT and improve IT Skills.

#### **Personal Qualities**

Excellent organisation skills.

Highly motivated.

Flexible attitude to work patterns; this post may involve working in the day or evening

Ability to work as part of a team as well as independently and alone.

Ability to carry out manual handling tasks.

Excellent communication skills.

Positive outlook.

High expectations and high level of initiative.

Positive attitude towards professional development and training.

Professional outlook and smart appearance. PPE will be provided as necessary, and a uniform will be supplied following a trial period.