

Site Supervisor – Scale 6, 52.14 weeks per year

36 hours per week (1:00pm - 9:15pm Monday to Thursday and 1:15pm - 9:15pm - Friday)  
(includes a one-hour unpaid lunch break). Regular overtime required alternative Saturdays.

### Purpose of role

The Site Supervisor is part of the school support staff team responsible for ensuring the delivery of a high quality site service to all stakeholders.

The purpose of the Site Supervisor role is to ensure the full range of Premises Health and Safety functions that supports the strategic aims and day-to-day operation of the school are carried out under the guidance of the Premises Manager, School Business Manager and SLT.

The Site Supervisor is often a first point of contact and is therefore expected to demonstrate exemplary customer service to both internal and external customers.

### General duties and responsibilities

- To be responsible to the Premises Manager for the key holding, security and Health and Safety aspect of the premises and its contents.
- Daily locking of the school site, including all gates, internal doors and windows, ensuring the site is fully secure and alarmed by 21:15.
- Monitor fire safety equipment and carry out fire drills under the direction of senior leaders.
- During work hours, prepare and set up facilities for evening activities, school performances and community lettings; ensure all equipment is safely stored away at the end of the evening.
- To monitor the performance of contractors undertaking maintenance work and to submit written reports when required.
- To pursue high standards of cleaning and maintenance throughout the premises.
- To assist in the development, organisation and preparation of facilities for a varied programme of activities and events on the premises including portorage, receipt of deliveries and letting.
- In the absence of cleaning team colleagues, support with any cleaning requirements during the school day.
- To liaise with officers from the LA as necessary.
- Monitor CCTV equipment and liaise with police and senior leaders when required.
- To ensure that all relevant plant equipment, materials, services, premises and grounds are clean, safe, secure and properly maintained at all time.
- To understand and comply with the Council's Health and Safety Policy and to check that all staff and contractors observe the requirements of the Health and Safety at Work Act when on the premises, as reasonably practicable.
- To check that all heating, ventilation, lighting and mechanical plant is maintained and operating efficiently, keeping maintenance records accordingly.

- Provide safe access to the school grounds in critical weather conditions.
- To partake in the monitoring and testing of portable electrical equipment and maintain appropriate records.
- In consultation with the Premises Manager and the School Business Manager, to monitor the maintenance and cleaning programme required for the whole school site.
- To request the use of specialist cleaning materials and equipment, ensuring everything is security marked.
- In accordance with Health and Safety guidelines, to arrange for and carry out the cleaning and/or removal of any graffiti and spillage's that may occur (i.e. due to sickness or any other accidents which students/adults may have).
- To service all toilet areas, replenish the supplies of consumables and disposable products associated with cleaning and hygiene (e.g. soap, toilet paper and paper towels).
- Litter picking, collection and assembly of waste for weekly collection by external party.
- Daily monitoring and supporting the appropriate use of the staff car park.
- To carry out repairs and maintenance duties as directed by the Premises Manager and/or the School Business Manager, including redecorating, erecting shelves, notice boards, bookshelves, etc.
- To check and sign delivery notes for goods received, transferring to the required area for use or safekeeping as necessary.
- To arrange and assist with the movement of furniture, equipment and materials as required, to satisfy the needs of varied site activities in accordance with the Health and Safety Policy.
- To assist with safety audits of premises and risk assessments as and when required.
- To work those hours required by the nature of the service including evenings and to be a member of the team to be called out in an emergency (e.g. Burglary). To work regular overtime on Saturdays to oversee site maintenance, cleaning programmes, or external lettings as required.
- There is an expectation to attend all key school events out of hours as detailed in the school calendar e.g. Open Evenings, all department and staff meetings and relevant twilight Inset sessions.
- To support the schools provision of First Aid (after training) in the event of accident or injury and for the completion of relevant documentation per school's procedures.

**Other**

- To ensure the school fully reflects the school's ethos, aims and policies, particularly those relating to equal opportunities and racial equality.
- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors and General Data Protection Regulations (GDPR).
- Comply with policies and procedures relating to child protection, welfare, security, confidentiality, data protection and the reporting of any concerns to the appropriate person.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
- To complete school based induction and any subsequent training, for example, modules leading to proficiency in Every System, required to improve performance.
- The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Staff in school work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Head Teacher and SLT that are broadly within the level of the post.

This post is subject to an enhanced Disclosure and Barring Service (DBS). The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Reporting to:** Premises Manager

**Responsible for:** n/a