

Site Supervisor

Job Title:	Site Supervisor		
Salary:	GR2	Hours:	36.5
Contract Type:	Permanent		
Reporting to:	Headteacher		

Main Purpose:

To provide a clean, safe and secure environment for users of the school buildings and grounds.

Duties and responsibilities

1. Main duties

- Security of the school's buildings and grounds
- Operation of the school's heating plant
- General portage duties including movement of furniture and equipment within the school
- Handyperson duties which may include minor repairs to furniture and fixtures and non specialist decorating tasks
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- Compliance with Health & Safety legislation
- Cleaning of School premises

2. Specific

- Responsibility for full range of caretaker duties anywhere in the school as required by operational needs
- Open or close school premises depending on working hours
- To liaise with the Executive Headteacher/Asset & Facilities Manager regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects
- Arranging for and supervising external contractors to complete work in schools
- Ensure compliance checks are completed and recorded including the supervision of external contractors where required.

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety



- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To act at all times in a manner appropriate to the seniority of the post.

Supervision received	
Supervising officer's job title:	
Level of Supervision:	<ol style="list-style-type: none"> 1. Regularly supervised with work checked by supervisor 2. Left to work within established subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Supervision given			
Post title:			
Grade:		No of posts:	

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.

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

Signed: _____

Name: _____

Date: _____



Person Specification

Criteria	Qualities	Method of assessment
Qualifications	City and Guilds - Cleaning Techniques (desirable)	AF / C
	NEBSS Manual Supervisors Course (desirable)	AF / C
Experience	Experience in caretaking and cleaning work.	AF / I
	Knowledge of maintenance and cleaning techniques.	AF / I
	Organisation and control of staff (where appropriate).	I
	Organisation of work.	I
Skills and knowledge	An 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	AF / I
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	I
	Self reliant, able to motivate self and staff.	I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	I
	Ability to work under pressure and prioritise effectively	I
	Commitment to maintaining confidentiality at all times	I
	Commitment to safeguarding and equality	I
	Deals with difficult situations effectively	I
	Embraces change well	I
	Good health record.	AF
	DBS Clearance	AF

AF – Application form

C – Certificate

I – Interview

T – Test or exercise

P - Presentation