

Site Supervisor

Heathland School

Reports to: Site Manager/Operations & HR Manager

Hours: 34 hours per week, 52 weeks per year

Shift time: 10:40am to 6:30pm (one hour break)

Contract type: Permanent

Salary: G4 (Harrow Pay Scale) £27975



Role Profile

Job Purpose:

The School Site Supervisor is responsible for the day-to-day maintenance, security, and efficient operation of the school premises and grounds. The role includes overseeing and coordinating external contractors to ensure all maintenance, repairs, and site services are completed to a high standard. The Site Supervisor ensures the site remains safe, compliant, and well maintained, and plays a key role in creating a clean, secure, and welcoming environment for pupils, staff, and visitors.

Main duties and responsibilities:

Premises Management and Maintenance

- Responsible for supporting the Operations and HR Manager and Site Manager in ensuring and promoting safety, security, maintenance, caretaking, cleaning standards and general well-being of the school.
- Ensure that all emergency responses are prioritized and deal with problems, unexpected situations and emergencies in a calm manner.
- Ensure the school is open and closed at the designated time and check that all is in order.
- Identify and maintain a record of repairs and report appropriate information to the Site Manager.
- To operate safe working systems for security, intruder alarm, lighting, heating, ventilation and hot water ensuring the correct use of facilities, plant and equipment at all times.
- Ensure that all fire alarms, sensors and emergency lighting are in working order, regularly testing these systems.
- Ensure the security of the premises during fire/lockdown alarms and ensure safety of all on site during opening and closing of the gates during the day.
- Clean an agreed area of the school and additional deep cleaning tasks and be proactive in maintaining excellent cleaning standards throughout the school.
- To undertake emergency cleaning duties/activities e.g. spillages, (including bodily fluids).

- To take reasonable action to keep drains, downpipes and waste pipes clear of minor blockages
- Maintain the school grounds ensuring it is clean and tidy, including sweeping (clearing litter from the car park, paths, playground areas, cutting back plant growth, sweeping/clearing up leaves etc)
- Prepare the hall/s for assemblies, school events and lettings and assist with dining arrangements as required.
- Assist with deliveries and moving furniture and equipment as required.
- Undertake all repairs, improvements, decoration of the school premises, with the range of own skills and capacity including during the school holidays.
- To undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and assembly of waste for collection.
- To ensure that entrances, paths and car parks are accessible and clear of obstructions including gritting where snow or ice are present.
- To supervise the safe storage of all cleaning and COSHH materials.
- To ensure that cleaning machinery is operated within manufacturers' instructions.
- Responsible for fire warden duties and proactively investigate any fire alarms during the day, advising SLT of any issues and ensuring the safety of the pupils and staff.
- Supervise the cleaning team.

Safety and Security of the School Premises and their Contents

- Support the Operations and HR Manager and Site Manager in ensuring the safety of the site and the people on it always and during fire and lockdown alarms.
- Ensure that the buildings are secured after use, both internally and externally. This includes checking that all valuable equipment is in an alarmed area.
- Responsible for ensuring that all relevant statutory compliance monitoring and maintenance is carried out within the required timeframes and that relevant associated records are accurately maintained (e.g. fire safety records, electrical testing records)
- Responsible for maintaining records of any hazardous materials on the school site and ensuring that Health and Safety guidelines are followed.
- Responsible for the good working order of school furniture, equipment and fittings.
- Maintain accurate records of caretaking and cleaning tools and equipment.

External Contractors

- Supervise all contractors on site and monitor contractor performance and adherence to agreed terms.
- Ensure that contractors use the permit to work system.

General Duties

- To undertake relevant training as required.
- Cover for site staff on annual/sick leave and be fully flexible with supporting cover arrangements within the site team.
- Be a visible presence when on duty for open evenings, parents' evenings, concerts, Summer fair or any other school events and help ensure the safety and security of all those on site.
- To establish and maintain appropriate professional relationships with all school staff, students, parents, governors and visitors.
- To read, understand and adhere to all relevant school rules and policies including those relating to equal opportunities, health and safety, child protection, finance and dealing with pupils' staff and parents.

❖ Please note that the above is illustrative of the general nature and level of responsibility for the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

❖ Hours and shift patterns are subject to operational needs and may be adjusted in consultation with the Operations and HR Manager.

❖ This job description may be amended at any time in consultation with the post holder.

Last reviewed: March 2025

Person Specification

Experience	
Ability to work as part of a team or individually	E
Ability to develop good working relationships with all contacts	E
Ability to carry out cleaning functions and associated duties to specified standards	E
Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary)	E
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures	E
Excellent organisational skills to be able to plan and deliver programmes of maintenance	E
Caretaking/site-keeping experience in a school or similar environment, including repairs and decoration of a site	E
Good numeracy and literacy skills with an ability to keep accurate records	E
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	E
An ability to undertake all the physical aspects of the job	E
Knowledge of Health & Safety and hygiene procedures and precautions	E
Flexibility to meet the changing requirements of the school and hirers	E
Good communication skills in spoken and written English	E
Personal Characteristics	
To be punctual, reliable, and well organised	E
Strong organizational and problem-solving skills	E
Ability to adapt and maintain calm and professional practice in difficult or changeable situations	E
Understanding of the needs of others and able to empathize	E
Ability to work productively as part of a team of professionals	E
Commitment to safeguarding & promoting the welfare of children, young people and adults	E
Awareness of and a commitment to equal opportunities	E
Trustworthy and honest	E
High standards of cleanliness, tidiness and organization	E
Pro-active, confident and able to use own initiative	E
Willingness to train in cleaning and site maintenance machinery	E
Good interpersonal skills and relationship management	E

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.