**Senior Site Supervisor**

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| **Job Description** |
| **POST TITLE:**  | Site Supervisor |
| **GRADE:**  | Grade 5 |
| **CAR USER:**  | N/A |
| **LOCATION:**  | St Mary Magdalene’s RC Primary School |
| **RESPONSIBLE TO:**  | School Business Manager  |
| **STAFF RESPONSIBLE FOR:**  | N/A |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** |
| Under the general guidance of the School Business Manager, to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including porterage, cleaning and maintenance. Monitoring of contract cleaning work and reposting noncompliance. The emphasis of this post will focus on either site supervision or handyperson activities and will also include completion of all Health and Safety checks and records. |
| **MAIN ACTIVITIES: What prescribed duties the postholder will have** |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts****Security & Supervision** * To ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors.
* Plan own work and lead/manage that of site and cleaning staff ensuring safe working practices are followed at all times.
* Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.
* Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
* Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
* Monitoring and ensuring the cleanliness of the School premises and furnishings, including supporting the SBM to manage the cleaning contract where one exists.
* Under the supervision on the SBM, organise and oversee all site related works, ensuring that contractors are appropriately managed on site and that Risk Assessments, Method Statements, Insurance and DBS checks are in place.

**Energy Management*** To ensure all heating/cooling plant is fully operational at all times with faults rectifies in a timely manner.

**Maintenance** * To lead on the site planned, preventative maintenance (PPM) ensuring all plant and site equipment is maintained in accordance to manufacturers guidance/warranty requirements and in line with statutory guidance and that a PPM schedule is maintained.
* To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned: -
	+ Basic plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
	+ redecoration as appropriate;
	+ plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
	+ fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
	+ glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level or glass covered by safety glazing regulations.
* Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the caretaking (and cleaning) staff.
* Making arrangements for window cleaning by the caretaking staff, compliant with Work at Height Regulations.
* Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
* Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
* Ensuring that adequate supplies of cleaning materials and other supplies are available.
* Ensuring that all premises equipment is in a safe and working condition and arranging for their repair as appropriate.
* Preparing the school premises and site for out of school activities and clearing up after these activities.

**Finance** * To be accountable for small expenditures from an agreed budget.

**Other duties** * Undertaking appropriate training.
* By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way.
* Occasional collection of miscellaneous provisions away from school premises, where reasonable.
* To investigate opportunities for recycling of the school’s waste, and offer advice and guidance to school staff on appropriate recycling systems.

**Health & Safety** * Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the SBM
* Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the School Operations Manager.
* Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding, and the maintenance of batteries.

**General** * To fully participate in the School’s appraisal scheme where appropriate.
* The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
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| **Additional:** To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school. |
| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** |
| **Prepared by:** | **SMM**  | **Date: March 2025** |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.