

## **Role Profile**

### **Site Supervisor**

#### **Scale**

NJC Grade 4 SCP 4 - 6

#### **Based at**

Warton St Paul's C of E Primary Academy

#### **Purpose of the role (Job Statement)**

The Site Supervisor is responsible, through the School Business Professional/Headteacher, for a wide range of duties and responsibilities connected with the fabric and grounds of the School, assisting in the maintenance and security of the school premises and site, ensuring a safe working environment.

#### **Key Responsibilities**

##### **Security/Health & Safety**

- Opening of school premises, including gates, doors, shutters, windows, fire exits, etc., for the purpose of School use, lettings (if required), out of school hours' function, maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to line manager and/or police as necessary.
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to line manager/School Business Professional/Headteacher.
- Move such items of School furniture as required, with due regard to current Health & Safety and Lifting and Handling regulations.

##### **Staff/Pupil Support**

- To be a visible presence to staff, parents and pupils, engaging and interacting in a professional manner as an ambassador for the Academy.
- Take delivery of orders, notifying the School Business Professional/Headteacher and following instructions to either check against the delivery note or pass on to the co-ordinator concerned.

##### **Heating**

- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and line manager/School Business Professional/Headteacher.

### **Cleaning**

- Supervise school contract cleaning staff, ensuring all areas are cleaned to required specification.
- Carry out cleaning as specified in the daily and weekly Site Supervisor's duties list. (Copy kept with School Business Professional).
- Order appropriate cleaning materials in accordance with best value and liaise with the School Business Professional on the amount of funding for this area.
- Ensure that cleaning machinery and equipment is maintained and fit for purpose and report defects as they arise.

### **Emergencies - Some examples are:**

- Clean spillages, including bodily fluids, as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Arrange repairs etc. with contractors with prior approval of line manager/School Business Professional/Headteacher.

### **Internal Maintenance**

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Order and take delivery of materials to deal with repairs mentioned above.
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from line manager/School Business Professional/Headteacher.
- Be responsible for the supply and availability of all hygiene materials.
- Remove graffiti etc. as required by line manager/School Business Professional/Headteacher.
- Carry out minor repairs to school equipment as agreed with line manager/School Business Professional/Headteacher.
- Purchase materials for minor repairs.
- Carry out minor works in order to improve the site as required by line manager/School Business Professional/Headteacher.
- Attend appropriate training courses as required by line manager/School Business Professional/Headteacher.

### **External Maintenance**

- Maintain cleanliness and general tidiness of all external hard areas.
- Empty litter bins on a daily basis.
- Inspect outside fabric of school, report/repair defects as appropriate.

- Inspect all fences, gates, walls, steps, lights etc., report/repair defects as appropriate.
- As required by line manager/School Business Professional/Headteacher, remove/obscure all graffiti.
- Undertake designated gardening duties.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.
- Carry out internal/external window cleaning where required.
- Carry out minor works in order to improve the site, as required.

### **Health & Safety**

- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at Work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.

### **Administration**

- To support the administration of the school's equipment and plant inventory.
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the line manager, School Business Professional/Headteacher.
- To maintain a log of all inspections and checks carried out.
- To maintain a list of repairs/improvements.
- To maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and ensure their safe use.
- To assist the School Business Professional with obtaining tenders and quotes.
- To support regular H&S inspections and Risk Assessments.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future.