



Site Supervisor Job Description

Post	Site Supervisor
Responsible to	Premises Manager
Permanent or Fixed Term	Permanent
Grade & Range	Grade 4 (NPS 4-6) £25,185 – 25,989
Actual Salary Range	£17,016 – 17,560
Weekly Hours & Days	25 hours per week (Mon-Fri 4pm-8pm, Sat 8am-1pm with flexibility)
Worked Weeks per Year	52

Purpose of role:

Under the general guidance of the Premises 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 portage, cleaning and maintenance, and monitoring of cleaning staff/work.

The emphasis of this post will focus on site supervision, handyperson activities, lettings co-ordination and driving of the school minibus as required.

Key accountabilities (and specific duties / responsibilities):

Security & Supervision

- To act as a key holder, 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
- Dealing with enquiries from workers and contractors and, where appropriate, advising the Premises Manager of their presence
- Supervision of cleaning staff

Caretaking and Maintenance

- Undertaking cleaning of allocated area(s), and closure cleaning as required
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements
- Washing and cleaning of diffusers and replacing bulbs/tubes
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Premises Manager





- Drawing the attention of the appropriate authorities via the Premises Manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including:
 - Basic plumbing work e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc
 - Minor maintenance of the heating system e.g. bleeding radiators
 - Minor repairs to school furniture, sports and classroom equipment
 - Painting and decorating 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. Note: Specialist contractors would be used for repairs to large window panes or double-glazed units or window at a high level or glass covered by safety glazing regulations
 - Minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc
- Ensuring that adequate supplies of cleaning materials and other supplies are available
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other duties

- Testing portable electrical equipment if trained and accredited to do so
- Undertaking letting and related duties as appropriate
- Preparing the school premises and site for out of school activities and clearing up after these activities
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
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- Occasional collection of miscellaneous provisions away from school premises where reasonable
- Carrying out an annual check of site maintenance equipment stock against the inventory
- Driving of the school minibus as required (desirable)
- First aid trained (desirable)





General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments
- 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.

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Specific and General Duties:

- To ensure that GDPR principles are applied in all areas of work.
- To work flexibly as part of the team to meet any emergencies that may arise
- Promote the safeguarding of all pupils in the school.

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. Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

Safeguarding:

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be subject to safeguarding checks and required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).





Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• NVQ Level 2 in Caretaking (or equivalent)• Full driving licence• Grade C/4+ English and Maths or equivalent
Experience	<ul style="list-style-type: none">• Undertaking manual tasks (maintenance, DIY)	<ul style="list-style-type: none">• Supervising staff• Security related duties
Knowledge	<ul style="list-style-type: none">• Awareness of Health & Safety issues• Knowledge of ICT software (Excel, Word etc)• Awareness of CoSHH	<ul style="list-style-type: none">• First aid trained
Skills	<ul style="list-style-type: none">• Ability to work as part of a team• Good communication skills• Ability to work in an organised and methodical way• Numeracy & literacy skills• Basic DIY/Repair skills• Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)• Time management skills• Ability to manage own workload and prioritise effectively	
Personal Qualities	<ul style="list-style-type: none">• Flexible attitude to work• Attention to detail• Good interpersonal skills• Positive approach to customer care and service delivery• Commitment to safeguarding and protecting the welfare of children and young people• Commitment to equality and diversity• Commitment to health and safety• Commitment to undertaking relevant training and development• Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)• Willingness to respond to emergency callouts	<ul style="list-style-type: none">• Willingness to undertake MIDAS training course (where minibus duties were required)

