

**Job Description and personnel Specification**

**Job Title :** **Site Supervisor**

**Grade:** GLPC Scale 6

Responsible to: Senior Administrator

Important Internal Relationships:

Headteacher, Deputy Headteacher, Office staff, Teaching Team, Classroom Support staff and Pupils

Important External Relationships: Trust Premises Manager, Contractors, Suppliers, Hirers of the school, Policy & Fire Officers, Parents, Visitors to the school and the Local Authority

**Main Purpose of the job**

* To provide a comprehensive caretaking service to the school to ensure the environment is safe and secure for pupils.
* To ensure that the school premises are cleaned to the approved specification and take overall responsibility for school security and day-to-day maintenance issues.
* To oversee the contractual cleaning team, ensuring adequate cover in the event of holiday or sickness absence.
* To ensure caretaking duties are undertaken in accordance with Health and Safety legislation. To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any problems as they aris

**Summary of Responsibilities and Duties**

**Site Management Tasks can include:**

1. Meeting regularly with the Senior Administrator advising of any maintenance or repair work as necessary.
2. Carrying out minor maintenance work / repairs / DIY that do not require employment of a contractor.
3. Arranging for major repairs and works to be carried out including sourcing quotations in consultation with the Senior Administrator.
4. Carrying out specified procedures in the event of fire, flood, breaking and entering, accident or major damage. Site Managers are required to know the location of first-aid equipment and facilities.
5. To ensure all caretaking equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the Senior Administrator of action taken.
6. Liaising with contractors or external agencies, as appropriate, regarding access to the site.
7. Direct and supervise contractors to the site for repair and maintenance work. Inspect, monitor and record work performance assisting the Senior Administrator or other appropriate manager in ensuring that the work is carried out to the required standard, as appropriate.

**Security can include:**

1. Ensuring that the building and site are left in a secure situation, which includes locking/ unlocking of school gates and external and internal doors and closing windows.
2. Registering as a key holder and being a point of contact in an emergency callout situation.
3. Be responsible for ensuring routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
4. Alerting the Senior Administrator to any risk to a breach of security.
5. Contact and direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
6. Ensuring that the intruder alarm and the CCTV are kept in good order and maintained regularly.
7. Opening and closing the school site each day.
8. Patrolling the site to check for hazards, damages and intruders.
9. Preventing the trespassing and unauthorised parking on the school premises.

**Health and Safety can include:**

1. Undertake termly Health & Safety inspections with the Trust Premises Manager, acting upon any issues highlighted.
2. Carrying out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook.
3. Overseeing the maintenance of the fire alarm to ensure it is kept in good order.
4. Ensuring that the emergency lighting is tested, per circuit, on a monthly basis, recording results in the Fire Logbook.
5. Ensure that the schools planned preventative maintenance checks are carried out, including the assessment and control of Legionella risks, by a specialist company in accordance with RBK regulations and accessible records are kept. Periodically de-scale shower heads.
6. Undertake electrical testing of portable equipment within the agreed schedule.
7. Ensure the safe use of all electrical appliances in school.
8. Ensure that all playground inspections are carried out in accordance with RBK guidelines.

**Cleaning can include:**

1. Managing and monitoring the performance and standard of cleaning carried out by the cleaning contractor or in- house cleaning.
2. Overseeing and arranging all other cleaning which does not fall within the contractual arrangements eg: window cleaning.
3. Liaising with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the Senior Administrator informed of any breaches to contract.
4. Supervising the work of the cleaning staff when the contract cleaning Supervisor is absent, ensuring that appropriate training is provided and guidance and support are available when necessary.
5. Ensuring that protective clothing is worn as required and safe working methods are adopted.

**Lighting and Heating can include:**

1. Ensuring that lighting is kept in good working order, checking light bulbs, fluorescent tubes etc., are working and replaced as necessary.
2. Ensuring that the school is adequately heated and hot water is available.
3. Controlling the level of heating and ventilating throughout the buildings as required by the school through the BMS.
4. Contact the relevant service to report any heating, water and ventilation issues and oversee until the issue is resolved regularly reporting to the Senior Administrator.
5. Recording monthly meter readings for utilities, e.g. gas, water and electricity.

**Porterage can include:**

1. Taking delivery of and distributing any stores, materials and other goods.
2. Moving of furniture and equipment, or any other lifting tasks required by the school.
3. Setting up chairs as required for assemblies and whole school events.
4. Arranging the disposal of any redundant furniture and equipment in accordance with the RBK procedures, advising the Senior Administrator for removal from the school’s Inventory record.
5. Taking delivery of stores, materials, and other goods and storing them.

**Grounds maintenance can include:**

1. Overseeing the contractual grounds maintenance company.
2. Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
3. Providing safe and adequate access to the school and classrooms during inclement weather, e.g. flooding, snow etc and clearing and salting paths when necessary.
4. General supervision of the playground, the car park and open areas surrounding the premises.

**Driving can include**:

1. Driving the school minibuses when directed for maintenance purposes and school outings.
2. Be responsible for the up keep and maintenance, including all MOT’s and servicing, of all the school vehicles and ensure that weekly maintenance checks are carried out.

**Lettings can include:**

1. Covering lettings of the school premises, as required and in accordance with the Lettings Policy.
2. Letting duties include opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

NB: Attendance on site during lettings outside normal working hours will be paid grade which will be at the established agreed lettings rate.

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**Building maintenance tasks can include:**

1. Arrange a programme of work for renewal/redecoration with the Senior Administrator during the autumn term.
2. Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture.
3. Glazing – temporary repairs, making safe by methods available.
4. Plastering and concrete – repairing patches, floor and steps.
5. Plumbing – pipe freezing, fitting stop taps, simple plumbing tasks.

**Training can include:**

1. Attending all whole school INSET days sessions.
2. Attending Health & Safety training courses related to the role.
3. Attending external training courses which relate directly to the role.

**Miscellaneous can include:**

1. Carrying out day to day tasks as reasonably instructed by the Senior Administrator.
2. Maintaining confidentiality when necessary.
3. Reporting any incidents/accidents.
4. Making sure that use and storage of chemicals is in accordance with COSHH.
5. Operating in accordance with school policy and in particular to ensure Health & Safety requirements are met.

**Whole-school responsibilities**

1. Participate in the performance management process agreed in school.
2. To play a full and active part in the life of the school.

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***General notes***

1. Job descriptions are to be reviewed annually.
2. The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.