



Weald Rise Primary School

Job description: Site Supervisor

Weald Rise Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Site Supervisor

Salary: G7 Point 25-28: £35,682 to £37,743 per annum

Hours: 36 hours per week

Contract type: Full Time, Permanent

Reporting to: Head Teacher

Responsible for: Assistant Site Supervisor

Main purpose

The Site Supervisor is responsible for:

- Supporting the Headteacher in ensuring and promoting the security, maintenance, caretaking, cleaning standards and general well-being of the school
- Ensure that the school is open and closed at the designated times and check that all is in order
- Carry out routine inspections of the school site and identify and maintain a record of repairs and report appropriate information to the Headteacher
- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning
- Managing Site caretaking team

Duties and responsibilities

General duties

- Carry out portorage duties, such as moving furniture and equipment around the school
- Ensure that the school is open and closed at the designated times and check that all is in order

- Maintain the general school premises, furniture and fittings, and report any issues to the Headteacher and/or School Business Manager
- Carry out small repairs and DIY projects
- Record the consumption of gas, electricity and water through monthly meter readings
- Clean an agreed area of the premises and carry out additional cleaning tasks during holiday periods
- Assist with the dining arrangements as required
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- Maintain the grounds in a clean and tidy condition – clearing litter from the car parks, paths, playground areas, cutting back plant growth, sweeping / clearing up leaves etc.
- Liaise with relevant staff including the Headteacher, the Health and Safety Manager and the Assistant Site Supervisor.
- Arrange cover with the Headteacher when on annual leave or for out of hours use.
- Assist public relations by responding to parents and site visitors in a helpful manner.
- Be a visible presence when on duty for open evenings, concerts etc. to help ensure staff, pupil and parent safety.
- Assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with pupils and adult learners.
- Maintain good relationships with the Headteacher, teachers, support staff, pupils, parents, governors staff.
- Undertake such other associated duties as may be required by the Headteacher.
- Read, understand and adhere to the school and Council's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff, parents and adult learners.

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products (e.g., soap, towels, toilet paper etc.), including arranging replacements and ensuring good stock levels
- Supervise/monitor the cleaning staff to ensure that the buildings are cleaned to a high standard and report service level failures to the cleaning contractor.
- Complete all relevant administrative work (e.g monitoring forms, timesheets, annual leave forms etc) and forward to the appropriate person.

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned

- Advise the headteacher on all matters relating to school security and safety
- Support the Headteacher in ensuring the safety of the site and the people on it at all times. Ensure that the buildings are secured after use, both internally and externally. This includes checking that all valuable equipment is in an alarmed area
- Act as primary contact for alarm call outs

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to Headteacher and/or School Business Manager
- Be responsible for maintaining records of any hazardous materials on the school site ensuring that health and safety guidelines are followed
- Responsible for carrying out general risk assessments relating to the school building, grounds and equipment
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Line management

- Manage the caretaking team on a daily basis
- Ensure school terms and holidays are sufficiently covered with staffing
- Delegate tasks appropriately to staff and ensure the smooth running of the team
- Ensure all staff in team have relevant, required training

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Be responsible for the good working order of furniture, equipment and fittings.
- Identify and purchase, in liaison with the Headteacher, necessary furniture, fittings, equipment and tools.
- Maintain accurate records of caretaking and cleaning tools and equipment.
- Supervise a caretaking team that delivers and meets the needs of the school

Liaison and Monitoring with External Contractors (Including Contracts e.g., Grounds Maintenance)

- Give access to maintenance contractors and monitor and ensure safe working practices, having particular regard to correct working practices.

- Ensure contractors and external visitors comply with security and health and safety while on school premises
- Ensure that contractors use the borough's Permit to Work system.
- Monitor and assure the quality of the work being done, alerting staff or the local authority as appropriate when a problem occurs.
- Follow required guidelines with regard to tendering processes.

Lettings

- Coordinate the smooth running of school lettings and to meet different customer requirements, ensuring the safety and security of the school premises, contents and users.
- Ensure that the school is open and closed at the designated time and check that the facilities are prepared for the site users.
- Ensure the hirer complies with the terms and conditions of the Lettings Policy.
- Determine the appropriate action to deal with immediate facilities issues and resolve where possible.
- Ensure personal hygiene facilities are available to an appropriate standard and stocked for site users.
- Ensure that at the end of the Letting the school is prepared for the next site users.

Other areas of responsibility

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Site Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES	
Qualifications	➤ Level 2 Award in Support Work in Schools	➤ Essential
	➤ Relevant qualification or training relating to cleaning, caretaking, first aid and/or health and safety	➤ Desirable
Experience	<ul style="list-style-type: none"> ➤ Experience of working in a school or similar environment ➤ Caretaking ➤ Building maintenance 	➤ Essential
	<ul style="list-style-type: none"> ➤ Security, including alarm systems ➤ Cleaning work ➤ Some DIY ➤ Working in a team ➤ Supervising a small team of staff ➤ Managing a small team of staff ➤ Working with contractors 	➤ Desirable
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations, including COSHH and risk assessment, and how these apply within a school environment ➤ Ability to undertake a range of site supervision and cleaning duties ➤ The ability to demonstrate good interpersonal skills to communicate effectively with all members of the school community, and external contractors etc. ➤ Ability to work flexibly, independently and as part of a team ➤ Ability to work with tact and diplomacy. ➤ Ability to plan, organise and prioritise ➤ Ability to undertake minor repairs and improvements within the school ➤ Basic DIY skills 	➤ Essential
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality 	➤ Essential

CRITERIA	QUALITIES	
	<ul style="list-style-type: none"> ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as required ➤ Willingness to participate in the life of the school. ➤ Confidence, warmth, sensitivity, reliability, maturity, flexibility and enthusiasm. ➤ Positive attitude towards the whole school community. ➤ Good interpersonal skills, common sense and initiative. ➤ Interest in professional self-development. ➤ Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin 	
Physical requirements	<ul style="list-style-type: none"> ➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out some manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment 	➤ Essential

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Mrs Folake Agbaniyaka, Headteacher, to discuss.

Last review date: February 2025

Next review date: February 2027

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
