

# Barnes Junior School

Mount Road

Sunderland, SR4 7QF

**Headteacher: Mr S R Ward**

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# Proud to learn Proud to achieve

Job Description – Site Supervisor

Work Location: School Based

Reports To: School Business Manager

**Salary:** Grade 5

**Purpose of Job:** To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**Principle Responsibilities**

To ensure the security of the premises in accordance with the specifications of the Head teacher and Governing Body.

To ensure the premises are maintained, open for use as and when required, in accordance with the specifications of the Head teacher and the Governing Body, and secure the premises at the end of each shift.

**Security**

* Responsibility as first key holder for the site and undertake associated call out duties, including responding to alarm activations both out of and during school hours.
* Responsibility for the security and contents of the building including monitoring traffic, patrolling the school, opening and locking of gates and doors, fence line checks, ensuring that windows are secure and that security systems are activated accordingly.
* To assist in ensuring a safe working environment is provided for both students and staff, complying with the school’s Health & Safety/Safeguarding policies.
* Assist with maintenance contracts and records with contractors for Intruder Alarms, Fire Alarm, etc.

**Health and Safety**

* To attend appropriate Health and Safety training courses when requested.
* All duties to be carried out in compliance with the Health & Safety at Work Act, HSE Codes of Practice and the school’s Health & Safety Policy.
* To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
* Ensure that areas involved with ”sickness” are cleaned and disinfected within a reasonable time scale, and ensure cleaning staff are aware to carry out deep cleaning.
* Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use.
* Ensure Risk Assessments, COSHH assessments and other associated tasks are completed with high levels of accuracy and in a timely manner.
* Control, monitoring, ordering and safe storage of cleaning materials and supplies.
* Ensure that appropriate documentation for contractors working on site is kept up to date and that all contractors follow Health & Safety requirements for working in school, also inspecting quality of work undertaken and completed to the school’s requirements.
* To test and record fire alarm systems, emergency lighting and fire extinguishers as per test schedule
* To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
* To ensure that external litter bins are emptied as and when required and that the site is kept clear of litter and animal excrement.
* Ensuring that all hard playing areas and paths are free from hazards and all guttering, drains and gullies are free flowing and clean.
* General window cleaning as and when required.
* Snow clearing duties including salting and gritting to ensure essential pathways are safe to use.
* Prepare accommodation for lettings as and when required.
* Maintaining a regular programme of redecoration around school and the upkeep of rooms and corridors, repairing paintwork, basic plumbing, joinery, extractor fan cleaning, etc.
* Checking boiler and heating systems to ensure satisfactory operation of the plant and particularly during Winter months.
* Ensuring adequate supplies of appropriate products e.g. light bulbs/ fluorescent tubes, cleaning materials, toilet tissues etc. are available and ordering supplies at appropriate times.
* Carry out day to day minor repairs including painting, general handyperson tasks, removal of graffiti, with emphasis being placed on emergency action where safety or security are involved.
* Responsible for ensuring portable equipment is prepared for PAT testing to take place annually.

**Assessments**

* To carry out a risk assessment of the building and grounds, identifying areas that could potentially cause a risk or accident.
* Making regular inspections of the premises and outdoor play equipment and managing any repairs or maintenance work required at the site.
* To review Fire Safety Risk Assessments and Fire Management Plans and follow up any actions.

**Personal Responsibilities**

* To monitor the performance of the cleaning staff to ensure a clean, tidy, safe and well maintained school environment.
* Ensure cleaning standards throughout school are well maintained. Clean designated areas and undertake emergency cleaning of other areas as necessary, including the disinfection of designated toilets where applicable.
* The maintenance of all specified floors as appropriate, not covered by contract cleaning specifications.
* Ensuring that the premises/site is available for out of school activities on evenings and at weekends, including the setting up of equipment and/or furniture as required and securing the premises after use. Hours to be negotiated.
* Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
* Liaising with outside agencies including contractors, keeping records of all meetings and telephone calls.
* Work with and co-ordinate with cleaning staff and contractors during the school holidays to undertake ‘deep’ cleaning of site, for example stripping and varnishing designated floors, cleaning of all inside windows within specified cleaning areas and all ground floor external windows and associated paintwork.
* Inspection of Boiler Plant to ensure boiler equipment is in sound working order.

**Prioritising and Planning**

* Recording planned tasks targeted for the week and overview for the year to ensure working targets are met.
* Regularly reviewing work undertaken and to be undertaken by regular meetings with School Business Manager.
* Undertaking reasonable tasks as required by senior management in relation to building and site.

**Finances**

* To be responsible for the purchasing of smaller items and materials and obtaining receipt for VAT purposes.
* Liaise with School Business Manager in relation to prices of goods and services.
* Organise and obtain quotes for works relating to premises management.

The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The Post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The Post holder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.