



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

Ss PETER AND PAUL RC PRIMARY SCHOOL

POST TITLE: Site Supervisor

GRADE: Band 5

RESPONSIBLE TO: Office Manager

Overall Objectives of the Post:

To provide a caretaking service and maintenance service to the school in relation to building cleaning, grounds maintenance, building maintenance, security and other services. As part of the whole school ethos the post holder is expected to be pro-active in the vision and aims of Ss Peter and Paul RC Primary School.

Key Tasks of the Post:

1. *You will be responsible for the security of the building and school site. You will:*
 - Open and close the premises including security alarms.
 - Produce a monthly report for Office Manager on site management issues.
2. *You will be responsible for supervising the cleaning, repairs and maintenance of the building and grounds. You will:*
 - Monitor the performance from the cleaning and maintenance contractors and liaise with client officers, contractors and office manager.
 - Negotiate with suppliers and contractors to obtain quotations and ensure best value for the work to be undertaken.
 - Identify areas of site/building requiring improvements or action to ensure a quality provision for everyone.
 - Quality assure all contractors and providers working to develop the site.
 - Undertake some cleaning duties and quality assure all cleaning services and maintenance.
 - Identify areas of site/building requiring improvements or action to ensure a quality provision for everyone.
 - Carry out grounds and building maintenance and other tasks, which will keep the internal/external building and grounds in good order to give safe access to the premises.
 - Check the operation of the fire alarm system on a regular basis and maintain documentation in line with school system, liaising with office manager.
 - Carry out and complete risk assessments and identify issues relating to health and safety for site to ensure everyone on premises is safe in compliance with Health and Safety legislation and appropriate regulations
 - Attend out of hours emergencies.

3. *You will carry out other duties related to the day-to-day running of the building and grounds. You will:*

- Move furniture and equipment to suit the needs of the school.
- Quality assure any energy conservation measures.
- Be responsible for the auditing, ordering and maintaining of suppliers within school management written system and liaise with office manager.
- Liaise with office manager regarding school's letting service.

NB: As this is a Voluntary Aided School the Governing Board is your employer.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: MB/CL

Date: 9.03.18