



*Where Learning Blossoms*

## Thorney Close Primary School

Torquay Road, Sunderland, SR3 4BB

Telephone:(0191) 5250808

Email:info@thorneycloseprimaryschool.co.uk

www.thorneycloseprimary.org.uk

Headteacher: Mrs C. Jones B.Ed Hons

Chair of Governors: Mr C. Short BA M.Ed ACP

### Job Description

**Job Title:** Site Supervisor

**Grade:** 3 £18,870 - £20,540 per annum

**Reporting to:** Headteacher and School Business Manager

**Contract:** Full Time – Permanent –Required for 1st September 2018

**Hours:** 37 hours per week

#### General description of post

Under the direction of the Headteacher/School Business Manager the post holder will be responsible for duties covering security, heating, lighting and (as directed) the cleaning of premises, portage duties, undertaking minor repairs and maintenance, and general duties of this kind associated with the support of the premises for the purpose for which these are designated. Working hours may be subject to variation and call-out at weekends and unsocial hours will be necessary from time to time.

#### Outline of duties

1. To attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In this connection, the school caretaker may be called out in unsocial hours or at weekends to deal with security problems.
2. To be responsible for opening and closing of the gates at the designated times during the day.
3. To meet and attend to all contractors visiting or working on the site ensuring the asbestos register is viewed and signed by contractor before commencement of works.
4. To carry out errands as directed by the Headteacher or School Business Manager
5. To provide a portage service on the site.
6. Distribution of fruit and milk to the appropriate areas.
7. To oversee, as instructed, the efficient working of heating plant and lighting.
8. To read meters as necessary and maintain approved records including any concerned with energy conservation matters.
9. To undertake specified indoor cleaning duties, including surfaces of windows and sills.
10. To clean and be responsible for the tidiness of paths, drives, playgrounds and other hard surfaces within the site grounds. Including general gardening, weeding and cleaning of external windows.
11. To note and report as necessary on matters affecting the health and safety of persons on the site.
12. To undertake repairs and maintenance of furnishings and buildings as agreed with the Headteacher or School Business Manager.
13. To keep paths, access points and entrances free of moss, snow and ice to ensure safe passage.
14. To maintain a record of works and directed work.
15. The reporting of defects in buildings, furniture, fittings and plan as required by regulations or the instructions of the Headteacher or School Business Manager.





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- 16.The replenishing of soap, towels, toilet paper to all lavatories on the site as necessary.
- 17.To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the school caretaker), in accordance with procedures.
- 18.With regard to lettings, to carry out security duties and associated cleaning when required.
- 19.To be prepared to work to a flexible timetable in the school holidays to allow for contractors and lettings.
- 20.Car park to be kept clear from glass, debris and litter.
- 21.Refuse – empty playground bins, whole school bags at the end of the school day into the bins.
- 22.Deliveries - ensure vehicles are adequately supervised whilst deliveries are being made. Check and deliver to the appropriate recipient. To remove any large refuse discarded during the day from offices, corridors and classrooms.
- 23.Cloakrooms and corridors are checked at the end of every playtime/lunchtime to ensure no coats/bags etc. are causing an obstructions and floor areas and emergency exits are clear.
- 24.H&S monitoring (Under the direction of the School Business Manager): -
  - Legionella – Weekly flushing of the showers and record keeping.
  - Fire – daily/weekly/monthly checks on all call points, emergency lighting, emergency door checks, record keeping. Facilitate fire drills.
  - Asbestos – ensuring contractors read and sign the asbestos register prior to commencing any work.
  - Ladders and equipment checks
- 25.Perform duties in line with H&S regulations (COSHH) and take action where hazards are identified to the Headteacher or School Business Manager.
- 26.Daily/weekly playground equipment inspections ensuring the equipment is safe for use by pupils and reporting any issues to SBM.
- 27.Toilets to be checked and cleaned periodically during the day especially after break times.
- 28.General tidiness, safety of the school grounds/fields. Litter picking, weeding, leaves, dog excrement, wasps etc.
- 29.Furniture and resources to be set out and put away as and when required.
- 30.Store cupboards – ensuring these are kept clear and tidy and overall good housekeeping.
- 31.Handyman duties – responsible for ensuring repairs and maintenance duties are undertaken such as painting, repairs & maintenance of fixtures and fittings, erecting shelves and notice boards, simple plumbing repairs. To ensure premises and fittings are safe and fit for purpose.
- 32.Garden area to be clear from litter. Area to be maintained and free from weeds in the paths/planters and bedding areas.
- 33.Pruning of small shrubs and bushes which may cause injury.
- 34.In respect of contract cleaning:
  - Making known to the Headteacher/School Business Manager deficiencies in the service.
  - Providing access to the premises to the contract cleaners within approved times.
  - Emergency cleaning in critical areas (e.g., toilets), as directed by the Headteacher/School Business Manager





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35. To attend any training courses relevant to the post ensuring continual personal and professional development.

36. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

The above list is not exhaustive and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role.

