

**St. Helen’s Primary School – Job Description**

**SITE SUPERVISOR**

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| **Name** |  |
| **Post Title** | Site Supervisor |
| **Main purpose of the job** | To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment |
| **Key Responsibilities** | |
|  | Under the guidance and direction of the Headteacher and Senior management;   * Ensure that buildings and site are secure, including during out of school hours and take remedial action of required * Act as a designated key holder for the school premises * Operate and regularly check systems such as heating, cooling, lighting and security (Including CCTV and alarms) * Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site * Arrange emergency repairs * Arrange and carry out regular maintenance and safety checks following agreed school schedules * Responsible for the operation of a planned preventative maintenance programme * Oversee and monitor the electrical testing of portable electrical appliances and update site records * Organise and carry out redecoration programmes as agreed with the Headteacher * Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales * Maintain site records relating to the maintenance of the school site * Undertake emergency and specialist cleaning tasks * Monitor stock and order supplies * Monitor fire safety equipment and carry out fire drills * Liaise with Police, Security and surveillance contractors * Undertake general portage duties, including moving furniture and equipment within the school * Perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately * Assist with safety audits of the premises and contribute to risk assessment activity * Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules * Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and that they are appropriately treated during wintry conditions * Monitor the work of cleaning and other site staff * Operation and maintenance of specialised equipment following training e.g. sports/theatrical equipment * Facilitate and undertake lettings and carry out associated tasks in line with local agreements * Promote and ensure the Health and Safety and staff, pupils and visitors at all times |
| **Indicative knowledge, skills and experience** | * Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant Health and Safety, COSSH requirements, supervision of cleaning staff, ordering supplies, repairs * Knowledge/skills equivalent to NVQ Level 2 |
| **School Ethos** | * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the school * Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role * Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies * Share expertise and skills with others * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory * To be aware of requirements in respect of confidentiality, child protection procedures health and safety, behaviour management, equal opportunities, special educational need and other policies of the Governing Body or LA * As and when required as directed by the Headteacher escort pupils home with an appropriate colleague * Be and effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils |

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| **Agreed: Date:**  **Signed: ---------------------------------------------------- Post Holder**  **Signed:----------------------------------------------------- Headteacher**  *The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription, terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.* |