



JOB DESCRIPTION

Job Title: Site Supervisor
37 hours per week

Grade: Grade D (SCP 15 – 17) £17,972 - £18,672

Job Location: St Leonard's RC Primary School

Directorate: Children's Services

Responsible to: Headteacher

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.

Principal Responsibilities

- To ensure the security of the premises in accordance with the specifications of the Headteacher and the Governing Body.
- To ensure the lighting and heating of premises in accordance with the specifications of the Headteacher and the Governing Body.
- Ensuring the premises are open for use as and when required in accordance with the specifications of the Headteacher and the Governing Body, and securing the premises at the end of each shift.

Main Duties

Security

- Responsibility as first key holder for the site. First point of contact to undertake associated call out duties, if available. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the site is secure. Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Monitor on-site traffic, when required, reporting any issues as necessary to school management.
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly.
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.

- Ensuring that CCTV cameras are functioning correctly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty on an evening.
- Maintain maintenance contracts with contractors for Intruder Alarms, Fire Alarms and CCTV.

Health and Safety

- To attend appropriate 'Health and Safety' training courses when requested.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
- Liaising with health and safety for audit report and action plan.
- When on site ensure that areas involved with "sickness" are cleaned immediately and disinfected within a reasonable time scale, and ensure that 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.
- When purchasing materials ensure that the manufacturer or supplier submits a safety data sheet. Ensure a completed COSHH assessment request form is then submitted to Corporate Health and Safety Team.
- To ensure that assessments of all chemicals are requested and that safer alternatives are used when recommended, report hazards to line manager immediately.
- Control, monitoring, ordering and safe storage of cleaning materials and supplies.
- Ensure that the SAMOS register is kept up to date and that all contractors' are asked to sign before undertaking any duties. Complete asbestos audits and training.
- To undergo monthly inspection of the site and report any changes in the conditions where asbestos has been identified to exist.
- Ensure little used outlets are weekly "flushed" as per prevention of legionella instruction – log/record details.
- To test and record fire alarm systems and emergency lighting on a weekly basis and complete fire risk assessments and action plan.
- Assist in fire drills once per term.
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- Maintain stepladder inspection periodically and log/record findings.
- To carry out first line repairs and maintenance where requested.

Assessments

- Acting on reports issued from Property Services as to the Building Assessment Management Plan prioritising areas which would include electrical and mechanical, within the site that had been identified for works.
- To carry out a risk assessment of the building(s) and grounds, identifying areas that could potentially cause a risk or accident.
- Making regular inspections of the premises and drawing to the attention of the Headteacher any repairs or maintenance work required at the site.
- Review health and safety and building risk assessments are completed alongside the Headteacher.
- Attend Construction and Design Management course and adhere to the new regulations.

Personal Responsibilities

- Clean designated areas and undertake emergency cleaning of other areas as necessary, including the disinfection of designated toilets where applicable.
- As time permits, but at least once per year, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and arrange for collection of safe disposal of all old florescent light tubes.
- Ensuring that adequate supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc.) are available.
- 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.
- 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. Responsible for files relating to buildings and grounds.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Work 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.
- Undertake minor repairs (ie those not requiring qualified craftsman) and maintenance of the building (including painting and decorating).

Heating Systems

- Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.
- Taking readings of electricity, gas and water meters on a weekly basis, record and forward to Energy Conservation.

Grounds Maintenance

- To ensure that external litterbins are emptied daily and that the site is kept clear of litter and animal excrement.
- Weeding of paths, paved areas and gutters etc. as required. Snow clearing and gritting of all essential paths as required.
- Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Headteacher and/or Building Surveyor as appropriate.

Finances

- To be responsible for the purchasing of smaller items and materials and obtaining receipt for VAT purposes.

Other Duties

- Portage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage.
- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
- Report to Line Manager any malicious internal vandalism.
- Negotiating prices with outside agencies when ordering goods and services.
- The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made in accordance with agreed County Council rates.
- Prioritising and planning by:
 - Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.
 - Regularly reviewing work undertaken by attending regular meetings with the Headteacher.
 - Undertaking reasonable tasks as required by the Headteacher in relation to the building and site.

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 Council's Health and safety rules and regulations and with Health and Safety legislation.