



Ryhope Junior School

Job Description

Post Title:	Site Supervisor
Grade/Scale:	4 (SCP 12-17)
Salary:	£21,589 – £23,836
Contract:	Permanent
Hours of work:	Annualised hours - 52 weeks 37 hours per week Split Shifts
Monday-Thursday:	6:45 am – 11:00 am and 15:00 pm – 18:15 pm
Friday:	6:45 am – 11:00 am and 15:00 pm – 17:45 pm
Directorate:	Together for Children
Responsible to:	Headteacher
Line Manager:	School Business Manager

Purpose of the Job

Under the Supervision of the Headteacher/School Business Manager the post holder will be responsible for ensuring the school premises and grounds are maintained at all times in a safe, clean and healthy state for children, staff and visitors. This will include health and safety, cleaning, portage and minor repairs. Working hours for this post may be subject to variation to meet the needs of the school business, for example: Parents' Evening etc.

Main Duties and Responsibilities

- as the principal keyholder to be responsible for the locking, unlocking and security of the building on a shared site
- ensure the premises is open for daily use and securing the premises at the end of each day
- facilitating the smooth running of daily school functions with a positive and enthusiastic approach
- ensure the site remains a safe environment at all times
- ensure the heating and lighting of premises are functioning appropriately
- maintaining our school environment to a high standard and with great pride to support children's learning
- have a good understanding of security, health and safety and be able to use initiative
- be proactive about keeping the school safe and to undertake a programme of general maintenance
- ensure all site related risk control measures are managed and controlled effectively to meet current legislation. This includes, but it not limited to, fire safety, legionella, asbestos, waste disposal, COSHH and statutory electrical testing
- use own initiative in recognising jobs that require attention, planning and prioritising workload to ensure the building and environment is maintained to the highest standard
- willing to undertake training and development
- respond, as appropriate, to the changing needs of the school
- work effectively as part of a team and being an excellent role model to our children
- coordinate all works from external contractors where specialist services are required
- clean designated areas of the building and liaise with contracted cleaning staff

Security and Safeguarding

- monitor on-site traffic reporting any issues as necessary to school management to prevent unauthorised parking on the school site
- request proof of identity from unknown persons found on site to prevent unlawful trespass notifying the Headteacher and Police where necessary
- undertake daily perimeter checks and playground inspections for any hazards and establish and maintain records for evidence

Health and Safety

- responsible for Health and Safety duties at the school and to attend appropriate Health and Safety training courses as requested
- undergo training in relation to Fire Warden Responsibilities and carry out regular checks of fire equipment
- undertake an annual review of Fire Risk Assessment with the Headteacher
- carry out fire alarm tests keeping records up-to-date and manage termly fire drills in conjunction with the Headteacher
- undertake Annual Health and Safety Audit with the Headteacher
- undertake Emergency Action Plan Review with Headteacher
- undertake Risk Assessments and ensure they are kept up-to-date
- check emergency lighting
- create and maintain a COSHH Register
- act as the designated SAMO for the school
- maintain Asbestos Register as required
- carry out water flushing in line with Legionella Assessments keeping records and assessments up-to-date
- ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways
- carry out daily checks of boiler and heating systems
- ensure that all equipment and machinery is in a safe working condition and properly stored when not in use
- manage the control, monitoring, ordering and safe storage of cleaning materials and supplies
- identify and carry out first line minor repairs and maintenance where appropriate or requested
- keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely
- ensure that areas involved with 'sickness' are cleaned immediately and disinfected within a reasonable timescale and arrange for contracted staff to carry out a deep clean of the affected area
- [Seasonal] carry out snow clearing and gritting in conjunction with RISA to ensure the premises and essential pathways are safe to use

Grounds Maintenance

- empty external litter bins and keep the site clear of litter, debris and animal excrement
- ensure all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean
- weed internal courtyard as required
- to oversee the work of Grounds Maintenance Contractors

Other Duties

- carry out authorised procedures in the event of a fire, flood, break-in, accident or major damage
- liaise and maintain relationships with outside agencies including contractors, keeping records of all meetings and telephone calls
- exercise judgement in assessing and carrying out minor repairs
- manage supplies of products to enable the school to function for example: light bulbs, toilet rolls, hand towels, soap etc.
- portage of goods and materials including the movement of furniture and equipment as required
- accepting delivery of goods and materials for distribution and storage
- ensure all rubbish and damaged goods are removed from the building and disposed of in line with regulations, policy or procedures
- report any malicious damage to the Headteacher/School Business Manager
- negotiate prices with outside agencies when procuring goods and/or services
- record planned tasks target for the working week and producing an overview for the year ensuring working targets are met
- to perform any other reasonable task as requested by the Headteacher/School Business Manager in line with the role

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to criminal records check from the Disclosure Barring Service.

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 Local Authority.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Local Authority 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 Local Authority Policies.

The postholder must comply with the Local Authority's Health and Safety rules and regulations and with Health and Safety legislation.

Date: September 2019