

 **JOB DESCRIPTION**

**Job Title**: Site Supervisor

**Grade**:3 Salary £19,554 - £21,166

**Hours**: 37 Hours – split shifts

Starting and finishing times may be varied by the Head teacher in order to reflect the needs of the school.

**Job location**: Lambton Primary School

**Directorate**: Children’s Services

**Purpose of job:**

To provide a broad range of site supervisor duties including: the security of the property, key holding and ensuring required access is available; cleaning duties, minor repair work/DIY tasks; stock management of job related materials; ensuring self and colleagues comply with health and safety legislation; the operation of school utility systems; and recording/maintenance of heating, utilities and fire alarm system checks.

**MAIN DUTIES:**

Ensuring the premises are safe and secure:

* Be designated key-holder opening and closing the premises including gates, to ensure that the school is secure and to activate and deactivate the security alarms.
* Respond to alarm activations and call outs if required out of hours
* Regular checking of fire alarms
* Ensure security of the premises and associated buildings within the school grounds

**ENSURING THE PREMISES ARE CLEAN**

* Periodically clean the external entrance ways into school
* To contribute to the wider cleaning of the school by cleaning the halls and the toilet areas.
* Check toilets periodically throughout the day, replenishing soap and ensuring provision of paper towels and toilet tissues
* Ensure all internal windows are cleaned at least once a term.
* Store away cleaning materials, keeping secure those cleaning materials that are a potential health and safety risk
* Adhere to the School’s Health and Safety policy’s rules and regulations

**Ensuring Health & Safety is a priority:**

* Ensuring the premises (internal and external and furnishings are safe and in good order by completing regular site inspections, ascertain maintenance requirements and report findings/actions to the school business manager
* Ensuring that protective clothing is worn and that safe working practices are applied and Health and Safety rules adhered to
* To attend appropriate Health and Safety Courses
* To complete online E safety courses
* Ensure areas involved in sickness are cleaned and disinfected
* Oversee and monitor the safety testing of portable electrical appliances. Maintain accurate and up to date records to meet with regulations and procedures
* Ensuring that all cupboards and store areas are kept clean and tidy and cupboards containing harmful substances are secure/locked

**Repairs and maintenance of the premises:**

* Take daily care and maintenance of the heating system and lighting of the School
* Weekly check the operation of fire alarms and sensors and to keep the Fire Log updated
* To identify and undertake the requisitioning of emergency repairs
* Liaise with maintenance contractors and note their activities
* Carry out routine checks of the premises ensuring minor repairs and maintenance duties are undertaken.
* Minor repairs constitute those which a reasonable competent handy person would carry out in their own home, such as simple plumbing, erecting shelves etc.
* Ensure specialist sports equipment is maintained to a high standard and any issues reported to the appropriate person.
* Carry out minor painting repairs
* Ensure the ladder log is kept up to date

 Record and undertake daily checks across school

**Maintenance of the grounds:**

* Be responsible for general tidiness of the outdoor areas, including the removal of litter and other debris from all external areas including edges of the field
* Clear snow and ice from areas where there is a potential hazard
* Undertake general maintenance of the drive and pathways
* Record/monitor the activities of grounds maintenance contractors

**Other duties as required:**

* To make appropriate arrangements for the collection of school waste and effective storage of waste on site
* Provide support to the school business manager in facilities and project management, including procurement, refurbishment works and liaising with external contractors. Where appropriate monitor health and safety working practices and ensure that works are completed within expected timescales
* Act as a fire warden
* Undertake general porterage duties around the building
* Move furniture and equipment to suit the needs of the building
* Arrange furniture for events
* Supervise the manoeuvring of delivery vehicles on the site when on duty
* Bring to the attention of the Head teacher/School Business Manager any defect or matters concerning the safety and wellbeing of the school
* Attend training including asbestos, legionella, fire warden
* Perform duties in line with current health and safety and COSHH regulations, identifying and reporting hazards as necessary and assisting with the school’s health and safety audit risk assessments
* Comply with lone working guidelines when working during school holidays without direct supervision
* Other responsibilities allocated which are appropriate to the grade of the post

**General requirements**

* Attend and participate in training and development courses as required
* Attend meetings liaising and communicating with colleagues in the school
* Being an effective role model for the standards of behaviour expected of pupils
* Having due regard to confidentiality, child protection procedures, health and safety, as well as other statutory requirements and the policies of the Governing Body and Local Authority

**Professional values and practice**

* Having high expectations of all pupils; respecting their social, cultural, religious and ethnic backgrounds and being committed to raising their educational achievements.
* Treating pupils consistently with respect and consideration and being concerned with their development as learners
* Working collaboratively with colleagues as part of a professional team and carrying roles out effectively, knowing when to seek help and advice from colleagues
* Reflecting upon and seeking to improve personal practice
* Working within school’s policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
* Building and maintaining successful relationships with pupils, parents/carers, staff and the community

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. They 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 other Council Policies. They must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.

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July 2020