



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: Mrs L. Scott

Site Supervisor for Silver Birch Primary School

Job Title: Site Supervisor

Location : Silver Birch Primary School, Shaftoe Rd, Springwell, Sunderland SR3 4HA

Grade: 3 **Scale Point:** 7-11 **Salary:** £26,403 - £28,142 per annum

Reporting to: Headteacher and School Business Manager

Contract: Full Time – Permanent

Hours: 37 hours per week **Split shifts: Monday to Thursday, 7:00am–10:30am and 2:00pm–6:00pm; Friday, 7:00am–10:30am and 2:00pm–5:30pm.**

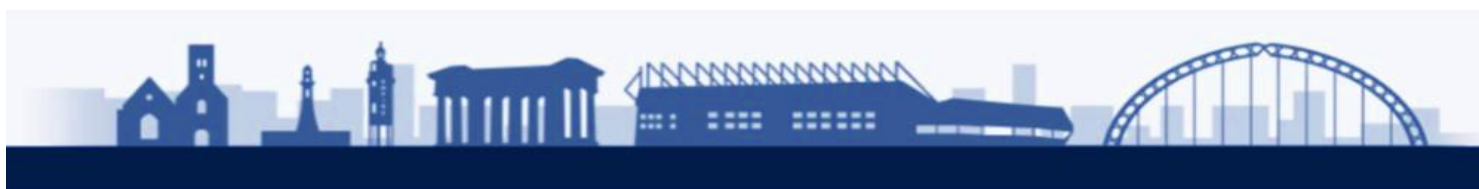
General description of post

Under the direction of the Headteacher and School Business Manager, the Site Supervisor will be responsible for ensuring the security, safety, cleanliness, maintenance and presentation of the school's buildings and extensive grounds. The post holder will undertake a wide range of duties including premises management, minor repairs, portage, health and safety compliance, supervision of contractors and maintaining the highest standards of the learning environment.

As Silver Birch Primary School is a brand-new, purpose-built school with exceptional indoor and outdoor facilities, the successful candidate will take pride in ensuring the site is maintained to an exemplary standard. Working hours may be subject to variation, and lettings and occasional call-outs outside normal working hours may be required.

Outline of duties

1. Maintain the school buildings, grounds and specialist facilities to an exceptionally high standard, ensuring the site continues to reflect the quality of a brand-new learning environment.
2. Carry out the duties required across a large school site, including working at height, safe moving and handling of heavy loads; using appropriate safety equipment and following all health and safety procedures.
3. To attend to the opening and closing of the premises at designated times and to be responsible for general security at all times.
4. To be responsible for opening and closing of the gates at the designated times during the day and helping with traffic and site flow.
5. Clean and maintain the external façade and solar panels where appropriate, using approved access equipment and safe working practices.
6. Maintain extensive landscaped grounds, including grassed areas, planting beds, sensory gardens, outdoor learning areas, Forest School provision, Multi-Use Games Area (MUGA), running track, playgrounds and external pathways.





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7. Carry out routine inspections of outdoor play equipment, fencing, gates, lighting, drainage and external furniture, reporting and addressing issues promptly.
8. Undertake seasonal grounds maintenance including litter collection, leaf clearance, moss and weed control, snow and ice clearance, and ensuring all external areas remain safe and welcoming.
9. Support the maintenance of specialist teaching spaces, ensuring they remain safe, clean and operational.
10. Demonstrate pride in the appearance of the new school and proactively identify maintenance issues before they become significant repairs.
11. Work flexibly to support school events, lettings and community use of the facilities outside normal school hours where required.
12. 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.
13. To provide a portage service on the site.
14. To oversee, as instructed, the efficient working of BMS systems
15. To undertake specified indoor cleaning duties and clean the inside and outside of the school minibuses.
16. The reporting of defects in buildings, furniture, fittings and plan as required by regulations or the instructions of the Headteacher or School Business Manager.
17. To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the site supervisor), in accordance with procedures.
18. 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.
 - Ladders and equipment checks
 - COSHH and risk assessments
19. 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.
20. Support the contracted cleaning team and carryout emergency cleaning in critical areas including the inside and outside of the school minibus.
21. To attend any training courses relevant to the post ensuring continual personal and professional development.
22. Ability to present oneself as a role model to the school community.

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.

Updated: July 2026

