

Job Description

Site Supervisor

Duties:

The duties outlined in this job description are in addition to those covered by the latest Single Status Agreement. It may be modified by the Headteacher or Estates Manager, with your agreement, to reflect or anticipate changes in the job.

Responsibilities

- Responsibility for the management of the School site, security of premises, related health & safety and associated facilities.
- Support premises staff at Jesmond Gardens Primary School
- Act as designated key holder, providing out of hours and emergency access to the school site
- Arrange for general maintenance within specialist areas such as heating, lighting, plumbing etc to ensure safe and effective operation
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings (including the compliance with fire safety regulations)
- Organise external contractors whilst on site
- Responsible for regular checking and operation of school building management systems such as heating, lighting and security (including alarms and CCTV)
- Responsible for risk assessments and ensure compliance within the school in line with COSHH regulations
- Advise Estates Manager in matters relating to the policies and procedures governing the management of the site
- Liaise with other school staff on premises issues
- Responsibility for school plant ensuring maintenance and effective use
- Undertake minor repairs and arrange emergency repairs where needed.
- Oversee and monitor electrical testing of portable appliances and update site records (PAT testing)
- Organise and carry out redecoration projects as agreed with the Estates Manager
- Maintain site records relating to maintenance
- Undertake emergency and specialist cleaning tasks
- Monitor stock and order supplies where designated to
- Monitor fire safety equipment and carry out drills
- Undertake general portage duties, including moving furniture and equipment within school
- Assist with safety audits and inspections

- Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and treated in wintry conditions.
- Promote and ensure health and safety of staff, pupils and visitors at all times

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher or Estates Manager to reflect the changing needs of the school which are commensurate with the salary and job title.