

**Job Title: Site Supervisor**

**Reporting to: Site Manager**

**Grade: 5**

**Overall purpose of the post:**

The post holder is responsible for ensuring that the school is well-maintained, safe and secure site for all users.

**Main duties and responsibilities:**

- Carrying out security procedures for academy buildings and grounds.
- Opening and closing of the academy premises including gates, doors, windows, fire exits etc. for the purpose of the academy use, lettings, functions, maintenance and emergency services.
- Regularly checking the operation of alarms and fire equipment, ensuring emergency exits are not obstructed.
- Reporting acts of vandalism to the Facilities Manager and or police as necessary.
- Complying with instructions from the Facilities Manager/Principal concerning letting procedures.
- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer and Facilities Manager.
- To co-operate with the Facilities Manager to ensure cover in the event of sickness, or other absences including holiday leave.
- Take delivery of post, stores materials and other goods. Ensuring delivered items are taken to specific departments.
- Unpack and store stock.
- Moving of school furniture as required with due regard to current Health and Safety and Lifting and Handling regulations.
- Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Report all defects which require specialist repair, inspect electrical fittings, and report defects as required.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate. Inform Facilities Manager of items which may require ordering to enable completion of the above mentioned works.
- Assist Senior Site Supervisor with the supply and availability of all hygiene materials.

- Remove graffiti etc.
- Attend appropriate training course as required.
- Maintain cleanliness and general tidiness of all external areas.
- Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation.
- Inspect outside fabric of the school, report and repair defects as appropriate inspect all fences, gates, walls, steps, lights etc. Repair report defects to Facilities Manager as appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Be a First Aider

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.