

## Job Description

**Job Title: Site Supervisor**

**Reporting to: Business Manager**

**Grade: 4**

### **Overall purpose of the post:**

Under the direction/instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

### **Main duties and responsibilities:**

#### **Security**

- Lock/unlock school buildings and areas
- Assist with regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate
- Undertake lettings
- Monitor fire safety equipment
- Liaise with police

#### **Cleaning and Maintenance**

- Undertake/ assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting
- Assist with the maintenance of swimming pool and other specialist sports equipment following specialist training

#### **Tasks - Resources**

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

### **Tasks - Organisations**

- Undertake/assist with the receipt, distribution, collection and despatch of goods
- Undertake and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Other duties commensurate with the grade of the post as directed by the Headteacher.

### **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.