



## Site Supervisor - Job Description

### Hours:

Working Pattern: 6.00 - 9.30am & 2.30 – 6.30pm

**Grade:** Scale 4

### Main Purpose of the Job:

The Site Supervisor will be responsible to the Headteacher for the maintenance of the school buildings and grounds. The Site Supervisor will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating, cleaning of a designated area and porterage duties. In addition the Site Supervisor will also be expected to undertake a wide range of administrative and clerical duties.

### MAJOR DUTIES AND RESPONSIBILITIES:

1. Supervision
2. Buildings
3. Lettings
4. Building Maintenance
5. Grounds
6. Energy Management
7. General

### Resources:

The potholder will be responsible for plant, equipment, cleaning materials, school keys and personal protective equipment.

### Job Activities:

#### Supervision

- To supervise the cleaning staff

#### Buildings

- To clean a designated area in accordance with the Authority's approved methods, frequencies and standards.
- To assist the Headteacher in monitoring the cleaning standards achieved by outside contractors on site.
- To ensure that the premises are kept secure and safe. Including locking & unlocking building and ensuring the alarm is activated & deactivated & premises are secured.
- To undertake handyperson duties as appropriate.
- To undertake porterage duties.

#### Lettings

- To assist the Headteacher in the organisation and arrangement of lettings.
- Dealing with members of the public on site during lettings.
- To undertake as appropriate overtime duties related to the use of the premises outside normal working hours.

### **Building Maintenance**

- To undertake regular inspections of the premises to determine the need for repair and maintenance work.
- To monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.

### **Grounds**

- To ensure that the grounds maintenance works are fully completed.
- To keep appropriate files to record this.
- To ensure that the school grounds are free from litter.
- To monitor the condition of the school fences and gateways and to take appropriate action, with the Headteacher's approval, to repair and improve the perimeters.

### **Energy Management**

- To monitor the fuel used in the school buildings.
- To ensure that all energy bills are correct in accordance with the readings kept at the school.
- To be a member of the Governing Body Health & Safety Team.

### **General**

- To receive in-coming telephone calls during non-office hours and school holidays.
- To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- To ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources
- To undertake administrative/clerical duties connected with the caretaking and cleaning service i.e. order forms, stock returns, work orders, time sheets etc.
- To undertake such other duties related to the post as may be assigned from time to time.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the school provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.