



## Site Supervisor - Job Description

### The role:

Term Time plus 3 additional weeks during School Holidays (to be agreed) Hours: Monday-Friday - 7:00 to 10:00am or 11:00am (15-20 hours per week for 41 weeks of the year - negotiable)

Occasional lettings (paid additionally) – including a regular alternate Saturday letting 8:00 am to 12:45pm (open up and lock only).

### Main duties

- Ensure health and safety policies are followed in terms of hazards and exits and entrances are kept clear for the safe use and passage of all users. Clearing snow and distributing salt as needed.
- Secure the premises, locking and unlocking doors, windows and gates as necessary to open and close the premises for daily operation, including lettings as required.
- Within reason, be on call in the event of emergencies.
- Oversee and coordinate lettings of school premises, including liaison with school staff and persons wishing to use the premises.
- Set out and move furniture and equipment as requested by school staff so that they can deliver teaching and activities.
- Undertake repairs / maintenance of the building using DIY skills where possible and if necessary report any defects to the School Business Manager to enable the relevant trades people to be called to the job
- Receive and manage deliveries to the premises, ensuring they are moved and stored in an efficient and safe manner and that doorways and corridors remain unobstructed.
- Monitor and maintain consumables such as soap, toilet rolls, paper towels etc., re-ordering stock as necessary to ensure an adequate supply.
- Maintain the appearance, hygiene and cleanliness of the premises as and when required. This may include cleaning, general maintenance duties, grass cutting and line marking.
- Ensure waste is disposed of appropriately and in accordance with recycling policies.
- Ensure the school hall & gym are kept clean on a weekly basis as key facilities in school.
- Liaise and supervise when necessary the contractor(s) providing ground maintenance work. In between these visits to provide day to day grounds/garden maintenance.
- Undertake any other duties as may be reasonably requested by the School Leadership Team.
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Have due regard for safeguarding and promoting the welfare of children and young people following the Trust's Child Protection and Safeguarding Policy.

# Site Supervisor Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Hold recognised training/qualifications associated with premises management		✓
Risk Assessment qualification		✓
Good English and Maths skills	✓	
<b>Experience, Professional Knowledge, Skills and Understanding</b>		
The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc.	✓	
To be able to use small industrial, electrical and mechanical equipment	✓	
Ability to undertake general grounds maintenance	✓	
Ability to clean all aspects of the school environment to a high standard	✓	
Ability to undertake general repairs / maintenance tasks using DIY skills where possible	✓	
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	✓	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	✓	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	✓	
To be able to use a computer for diary management, emails etc.	✓	
<b>Personal attributes</b>		
Good communication skills	✓	
Ability to adapt to changing and conflicting demands	✓	
Ability to be flexible and work as part of a team or individually as required	✓	
Ability to adhere to the school's policies and procedures and most importantly the child protection policy and all health & safety related policies	✓	
Ability to manage own time effectively and demonstrate initiative including establishing priorities	✓	
Work as part of a team	✓	
<b>Other Job Requirements</b>		
Enhanced DBS Check	✓	
A commitment to safeguarding	✓	
Willingness to undertake suitable training	✓	