

<b>Profile Title and Grade</b>	
Site Supervisor Band 6 30 hours Whole Time	<b>JOB ID; SCHOOL PREMISES</b>
<b>Possible local job titles</b>	
Site Supervisor	
<b>Purpose of the role</b>	
To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.	
<b>Responsibilities</b>	
<u>Under guidance and direction of the Premises Manager</u>	
<u>The Post Holder will, following process guidelines</u>	
<ul style="list-style-type: none"> <li>• Ensure that building and the site are secure, including during out of school hours and take remedial action if required</li> <li>• Act as the designated key holder for the school premises</li> <li>• Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)</li> <li>• Undertake minor repairs and maintenance of the buildings and site</li> <li>• Arrange emergency repairs</li> <li>• Arrange and carry out regular maintenance and safety checks following agreed school schedules</li> <li>• Responsible for the operation of a planned preventative maintenance programme</li> <li>• Oversee and monitor the electrical testing of portable electrical appliances and update site records</li> <li>• Organise and carry out redecoration programmes as agreed with the HeadTeacher</li> <li>• Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales</li> <li>• Maintain site records relating to the maintenance of the school site</li> <li>• Undertake emergency and specialist cleaning tasks</li> <li>• Monitor stock and order supplies</li> <li>• Monitor fire safety equipment and carry out fire drills</li> <li>• Liaise with police, security and surveillance contractors</li> <li>• Undertake general portage duties, including moving furniture and equipment within the school</li> <li>• Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manger immediately</li> <li>• Assist with safety audits of the premises and contribute to risk assessment activity</li> <li>• Undertake regulate health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules</li> <li>• Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and that they are appropriately treated during wintry conditions</li> <li>• Monitor the work of cleaning and other site staff</li> <li>• Operation and maintenance of specialised equipment following training, for example sports/theatrical equipment</li> <li>• Facilitate and undertake lettings, and carry out associated tasks, in line with local agreements</li> <li>• Promote and ensure the health and safety of staff and pupils at all times</li> </ul>	
<b>Indicative Knowledge, Skills, Experience</b>	

- Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, supervision of cleaning staff, ordering supplies, repairs
- Knowledge/Skills equivalent to NVQ Level 2

#### **School Ethos**

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.