

Site Supervisor

Job Description

Band 6



Purpose of the role
To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.
Responsibilities
<p>Under the guidance and direction of the Headteacher, Trust Estates Manager and/or senior colleagues;</p> <ul style="list-style-type: none"> • Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required • Act as the designated key holder for the school premises • Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) • Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site • Arrange emergency repairs • Arrange and carry out regular maintenance and safety checks following agreed school schedules • Responsible for the operation of a planned preventative maintenance programme. • Oversee and monitor the electrical testing of portable electrical appliances and update site records • Organise and carry out redecoration programmes as agreed with the Headteacher • Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales • Maintain site records relating to the maintenance of the school site • Undertake emergency and specialist cleaning tasks • Monitor stock and order supplies • Monitor fire safety equipment and carry out fire drills • Liaise with police, security and surveillance contractors • Undertake general portage duties, including moving furniture and equipment within the school • Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately • Assist with safety audits of the premises and contribute to risk assessment activity • Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. • 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 • Monitor the work of cleaning and other site staff. • Operation and maintenance of specialised equipment following training, for example sports/theatrical equipment • Facilitate and undertake lettings, and carry out associated tasks, in line with local agreements • Promote and ensure the health and safety and staff, pupils and visitors at all times • Ensure that all ventilation, access and exit points are operating effectively • Monitor use of utilities (e.g. gas, electric and water)
School Ethos
<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school.



Site Supervisor

Job Description

Band 6



- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies.
- 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.
- To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
- As and when required as directed by teaching staff, to escort pupil's home with an appropriate colleague.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.