



The Coleshill School: A Business and Enterprise Academy



JOB DESCRIPTION – SITE SUPERVISOR

Job Title:	Site Supervisor
Reports to:	Site Manager
Grade:	Grade F, Points 17-21 (actual salary £17772-£20138)
Contract:	Fixed Term Contract: initially Full Time – 5 days per week (Monday to Friday) 52 week per year contract
Hours:	7.30am – 4.30pm
Disclosure Level:	Disclosure Barred Service – Enhanced Certificate

Job Summary:

The post involves ensuring the smooth running of the site on a daily basis. This includes reviewing and prioritising activities for the site team including checking and updating the site logging system, general site maintenance, hall set up, site security, janitorial duties, purchasing, health and safety, minibuses driving, grounds etc. This position includes Minibus Driving at the start and end of every day to collect and drop off Sixth form students to and from a local School.

Responsibilities:

The Site Supervisor is responsible for a wide range of duties and responsibilities to lead the site team to ensure smooth running of the school site, ensuring that the site is in a clean, tidy and presentable condition at all times and that it is a safe and secure environment for students, staff and visitors.

The role included reviewing the daily requirements and prioritising to ensure the smooth management and maintenance of all the buildings and grounds in conjunction with a Site Manager and other Site Team Members.

Daily Minibus driving at start and end of day to collect and drop off Sixth form students at local school

Main Duties:

Site Security:

- Duties include carrying out security procedures for school buildings and grounds to ensure the site is secure at all times
- To carry out regular reviews of the site perimeter, recording any issues and make recommendations for repairs or improvements
- To respond and deal with alarm calls as required (covering in the Site Manager's absence)

General Site Duties:

- Ensuring the accurate and swift distribution of parcels and goods
- Furniture moving and organisation for assemblies, exams and other school activities
- To make regular inspections and reviews to determine internal maintenance and external maintenance requirements and priorities
- Carry out decoration and repair as determined by the Site Manager
- Access and update electronic site issue logging system for daily requests

- Liaising with site contractors for repairs, quotations and orders for work that cannot be undertaken in house
- Ensure that the site is kept litter free
- Promotion of the use of the site logging system with all staff

Health and Safety

- Ensure that site is safe environment for all students, staff and visitors
- Report and log all Health and Safety concerns to the Site Manager
- Act as point of contact for staff regarding Health and Safety matters
- Act as a key Evacuation Warden in the event of fire/emergency evacuation
- Ensuring that contractors on site do not put safety of students and staff in jeopardy by not adhering to Health and Safety practices
- Ensure all employees and visitors on site are adhering to Health and Safety procedures
- To act as a key holder in cases of alarm activation out of normal school hours
- Ensure staff and student toilet facilities are regularly checked throughout the day and maintained to the highest standard

Lettings

- To ensure the school premises are prepared ready for lettings, and site and premises secured after the letting
- To cover of school lettings at weekends, Saturday and/or Sunday as required on a rota basis. Additional payment will be made for weekend work

Minibus

- Minibus driving to collect and drop off Sixth formers to and from a local school on a daily basis morning and afternoon
- Carry out daily checks of minibus to ensure safe and ready for use
- Other adhoc minibus driving as required

Purchasing

- To check stocks of site and cleaning products and reordering as necessary via the purchase order system to ensure that there are sufficient stocks available.

Other

Show flexibility and a willingness to undertake other tasks of an ad-hoc nature that are not specifically detailed in the job description but contribute to the smooth running of the school Any other duties as requested by the Site Manager or School Business Manager which are consistent with the purpose of this post

Flexibility:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Post subject to Enhanced Disclosure Barring Service

I accept the terms and conditions of the Job Description.

Signed: _____

Date: _____

October 2017