

# Cannon Lane Primary School

## Site Supervisor - Job Description



<b>Job title</b>	Site Supervisor
<b>Salary scale</b>	G6
<b>Responsible to:</b>	Headteacher
<b>Line Managed by:</b>	School Business Manager (SBM)
<p><b><u>Purpose of the job</u></b></p> <ul style="list-style-type: none"> <li>• The nature of the post may involve considerable physical effort, e.g. lifting or carrying of equipment</li> <li>• Ensuring that the premises and its contents are appropriately maintained, cleaned, secured and fit for purpose in line with all relevant legislative requirements. <ul style="list-style-type: none"> <li>○ To work shifts (which will include some evenings/weekends) to assist with lettings/school events/Governor meetings to undertake the opening and closing of the site.</li> <li>○ The post holder may be required to attend the site out of hours to respond to security alarm activations.</li> <li>○ To be responsible for the general maintenance, cleanliness and security of the school and to maintain the whole school environment (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.</li> <li>○ To have enthusiasm and commitment for improving the school</li> <li>○ To be responsible for promoting and safeguarding the welfare of children and young people within the school</li> <li>○ To supervise the Assistant Caretaker in his/her role.</li> </ul> </li> </ul> <p>Safeguarding is high priority and the Site Manager is expected to model excellent practice at all times, embedding the school's policies and procedures.</p> <p><b><u>Site Security</u></b></p> <p>The Site Supervisor works with the Headteacher and SBM to ensure every aspect of the site is maintained and managed to a high standard.</p> <ul style="list-style-type: none"> <li>• To be a key holder and to be responsible for the maintenance of keys and the intruder alarm system. To be the first responder to emergency call outs (these maybe anytime day or night). This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.</li> <li>• To ensure that all alarm systems are functioning properly and that regular checks are made of the systems and recorded including similar risk assessments.</li> <li>• To maintain and keep accurate records of all site allocated and master keys.</li> <li>• To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.</li> <li>• To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.</li> <li>• To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.</li> </ul>	

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- To patrol the site to check for hazards, damages and intruders when opening and closing and to record any actions.
- To ensure that lighting is kept in good working order.
- Supervising Contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

### **Purchasing and Storing**

The Site Supervisor works with the Headteacher and SBM to ensure efficiency and value for money relating to site purchases. This also includes the element of portage.

- In conjunction with the finance administrator, provide purchase orders for all materials and equipment required for maintenance, cleaning and sanitary provision.
- To maintain efficient stock records.
- Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
- Ensure the proper maintenance of all machinery related to the above categories.
- Maintain records (e.g. COSSH), auditing all stock related to these categories and any maintenance/repair of equipment.
- Undertake any necessary portaging duties in line with correct handling policies.
- Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods.

### **Repairs and Maintenance**

The Site Supervisor will ensure that all statutory requirements are maintained and the site is an exciting and inspiring learning environment.

- To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the Headteacher or School Business Manager, of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
- To ensure Portable Appliance Testing takes place.
- To co-ordinate all decorating and building work, in order to ensure the smooth functioning of the School
- To ensure the School's asset management system is kept up-to-date, in conjunction with the School Business Manager
- To undertake routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess the need for minor works or repairs, or to identify areas of work which need to be added to the Site Action Plan, maintaining records and producing reports as required.
- Ensure the regular checking by outside contractors of those system that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photo-copying equipment.
- Record all repairs and keep a maintenance log of routine and non-routine tasks
- To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
- Immediately report any defects to the Headteacher or School Business Manager and take any remedial action if possible.

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- In consultation with the appropriate person negotiate prices for work to be carried out in school to ensure best value for the school

### **Health and Safety**

Working with the Headteacher, the Site Supervisor will contribute to the safety of children, adults, visitors and contractors effectively.

- To make recommendations with regard to the Disabilities Discrimination Act.
- Ensure rubbish bins are regularly emptied and cleaned.
- Keep all corridors and communal areas free from clutter.
- To regularly inspect and record health and safety walks with a Senior Member of Staff.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
- Review CCTV or surveillance systems as needed.
- To be fully aware of and comply with relevant standards and legislation, including the Control of Substances Hazardous to Health (COSHH) Regulations
- Carry out termly fire drills in consultation with the appropriate person and recorded.
- To regulate lighting, heating and ventilation as necessary to prevent wasting energy

### **Other Responsibilities**

- To meet with the Headteacher or School Business Manager on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
- To undertake duties of a similar nature and responsibility as may be required from time to time by the Headteacher.
- To carry out all duties in line with the Council and school's policies.
- To play a full part in the life of the school community, to support its ethos and to assist staff and students to be successful
- To monitor the quality of cleaning undertaken by the cleaning team and work closely with the Cleaning Supervisor/SBM regarding standards of cleaning throughout the school.
- Replenish toilet requisites as required and undertake 'emergency cleaning duties' which may occur during the school day.
- To be able to communicate effectively both orally and in writing using effective IT skills
- Being a visible presence during the day including when on duty for open evenings, concerts, etc. to help ensure staff/pupil and parent safety.
- To work as part of a team and form good relationships with other colleagues
- To maintain confidentiality over matters relating to the school, pupils, staff or parents.
- To respond in a courteous manner to enquiries from all the school community and external visitors as appropriate.
- To undertake broadly similar duties commensurate with the level of the post as required.
- Actively participate in any appropriate training when required.
- Any other reasonable requests directed by the Headteacher/School Business Manager

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### Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time