St Bartholomew’s School



**Job Description**

Post: Site Supervisor (Caretaker)

Line Manager: Site Manager

Salary Range: APT&C scale 5 – 6

**Job Purpose**

* To support to the school regarding the operation, maintenance, security and operation of the school buildings and grounds in order to meet the needs of the students, staff, Headteacher and Governing Board.
* To actively contribute to ensuring that the school buildings and site continue to sustain very high standards.
* To be the onsite point of contact for all out-of-hours lettings, ensuring they run smoothly.

**Principal Responsibilities**

Under the direction of the Site Manager or his/her representative to:

**Health and Safety**

* Always work in a way which promotes a safe environment for the individual and the wider community.

1. Take appropriate action and then alert the Site Manager/Headteacher or his/her nominee to potential health and safety problems in the school.
2. Play a key role in ensuring the building is safely evacuated in an emergency situation.
3. Assist with the clearing and gritting of pavements during winter months as required.

**Security/Lettings**

* Setting up furniture, staging and seating for school events and exams (tables, desks, chairs, raised seating and staging).
* Liaise with relevant hirers, ensuring that areas used are prepared in accordance with their specific requirements (this may include moving furniture). Ensuring that hirers are aware of the facilities available to them and the health and safety requirement, such as fire exits, etc.
* Ensure that the school building is ready for teaching and learning following lettings or events.
* Ensure the security of the school site, securing all doors and windows.
* Take appropriate action to remove trespassers and minimise any vandalism.
* Be a key holder and activate alarms to secure the site, as required.
* Be available for remunerated ‘call outs’ on an occasional basis, by agreement.
* Provide marshalling assistance in the car park area during busy events.

**Managing Contractors**

* As required, liaise with and report upon the work of contractors on site.
* As required accompanying contractors on site.

**Cleaning – main cleaning provided by external contractors.**

* Report any cleaning concerns you notice to the Site Manager.
* Carry out cleaning and polishing of large floor areas, windows, walls and other tasks specified from time to time. Suitable training will be provided as required.
* Actively remove graffiti and prompt remedial decorating.
* Removal of litter within the school and grounds.
* Ensure that the school has a sufficient stock of consumables.
* Regular check of toilet facilities to ensure their full, safe and hygienic operation (includes checking cisterns, hand dryers, paper, soap supplies, etc.).
* Sweep and mop areas, as required.

**Maintenance**

* Assist the maintenance team when required with basic tasks.
* Assist the groundskeeper when required, (e.g. watering the gardens).

**Deliveries/Distribution/Internal Post**

* Take receipt of deliveries for the school.
* Store and transport deliveries safely around the school as required.
* Deliver internal mail and all resources across the school.

Undertake any additional duties which may from time to time be required.

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| Signed ………………………………………...................  Julia Mortimore, Headteacher | Dated ………………………………………… |
| Signed ……………………………….....……….............  Postholder | Dated ………………………………………… |

St Bartholomew’s School



# **Person Specification**

Post: Site Supervisor

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| Key Criteria | Essential | Desirable |
| Qualifications and Training | * Good basic educational standard * First Aider (training given) |  |
| Competence Summary (Knowledge, abilities, skills experience) | * Good organisational ability * Awareness of building and health & safety regulations | * Experience of site security |
| **Work-related Personal Requirements** | * Confident enough to work on own initiative * Good at relating to a wide range of people * Flexible approach to tasks * Adaptable * Committed to the concept of total quality in all aspects of work * Willing to work as part of a small team * Capable of working under pressure * Ability to work in a way that promotes the safety and wellbeing of children and young people * Willing to undertake training as required | * Willing to participate in call outs if required |