



**Assistant School Site Supervisor
Information and Application Pack
January 2023**

Harrow Council

Pinner Park Primary School

Assistant School Site Supervisor *Letter from the Headteacher*

Dear Applicant,

Thank you for your interest in joining the team at Pinner Park Primary School. This is an exciting opportunity for you to be a part of our school team!

Our aim is to provide a school which provides an outstanding education at the heart of the local community – safe together, happy together, learning together.

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith. Our admission policy reflects this by prioritising local children.

In 2019, our school formed from the amalgamation of Infant and Junior schools to form a large primary school, with over 850 students.

Our school is housed in a large building which has been developed over time. There are two large halls, where children eat lunch, and a number of play areas for the children. In addition to our classrooms, we have a range of specialist facilities such as libraries, computer rooms and specialist areas for music and art. We also have extensive grounds (including playgrounds and a large field).

Our premises team plays a central role in the life of the school, ensuring that the school is safe, secure and clean. Our Assistant Site Supervisor works alongside our Site Supervisor.

If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact us. Please use this email address: office@pinnerpark.harrow.sch.uk

I am sure that on reviewing the information provided you will agree that this is a very exciting role and we look forward to receiving your application. If you have any questions at all, or if you just want a chat about the school, do get in touch.

Yours faithfully,



Headteacher

Pinner Park Primary School

Assistant School Site Supervisor *Recruitment Advertisement*

Job Title:	Assistant School Site Supervisor
Reports to:	School Site Supervisor / School Office Manager
Salary Range:	Range G4 (£20,820 - £21,860)
Hours:	30 hours per week, 52 weeks per year (Mon-Fri, 12pm – 6pm)

We are seeking to appoint a dynamic and exceptional Assistant Site Supervisor to join our wonderful school.

About us

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith.

For more information about the school, please visit our school website: <http://pinnerpark.harrow.sch.uk>

About the role

Working closely with the School Site Supervisor, this role offers the opportunity to undertake an important and varied role within the school.

We are looking for someone who:

- Is able to support the vision and ethos and values of our school
- Has a passion for ensuring our school environment and grounds are well maintained, clean, safe and secure.
- Is able to communicate with key stakeholders around school
- Has the ability to work on their own initiative and have basic DIY skills as a minimum.

What we can offer:

- A supportive and caring team
- A large, over-subscribed, popular local school
- A well-resourced school with opportunities for staff development
- A supportive leadership team and governing body

How to Apply

We expect all applications to be made through the TES portal.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references. As part of our diligent approach to safer recruitment, we will carry out an online search on shortlisted candidates.

If you have any questions, or to discuss the post, please contact us.

Pinner Park Primary School

Assistant School Site Supervisor *Job Description*

Job Title:	Assistant School Site Supervisor
Reports to:	School Site Supervisor / School Office Manager
Salary Range:	Range G4 (£20,820 - £21,860)
Hours:	30 hours per week, 52 weeks per year

Job Summary:

Under the direction of the site supervisor, the postholder is responsible for the maintenance and good working order of the School, so as to provide an appropriate safe and secure environment for the education for the pupils and the work of all the staff.

Any decisions which may have a significant impact on the caretaking service to the school and or significant effect on employees, individuals or other organisations must be first discussed with the Site Supervisor.

Main Duties and Responsibilities

Personal and Professional Conduct

- Demonstrate consistently high standards of personal and professional conduct.
- Treat pupils, staff members and all others with dignity, kindness and respect
- Have regard for the need to safeguard pupils' well-being and safety at all times, in accordance with statutory provisions and school policies
- Have proper and professional regard for the ethos, policies and practices of the school – in particular, to promote and maintain the ethos, values and aims of the school as expressed in the school's foundation statement
- Maintain high standards of personal attendance and punctuality

Good Order and Maintenance in the School Premises

- Responsible for supporting the Site Supervisor in ensuring and promoting the security, maintenance, caretaking, cleaning standards and general well-being of the school. In the absence of the Site Supervisor to ensure that the school is open and closed at the designated time and check that all is in order.
- Assist the Site Supervisor to identify and maintain a record of repairs and report appropriate information to the Headteacher
- Monitor the consumption of gas, electricity and water through regular meter readings. Clean an agreed area of the school and additional cleaning tasks during the school holidays.
- Maintain the grounds in a safe, clean and tidy condition, including sweeping (clearing litter from car park, paths, playground areas, cutting back plant growth, sweeping/clearing up leaves, clearing ice/snow etc.)
- Maintain the school buildings in a clean and tidy condition, including, dealing with spillages, replenishing consumables (such as toilet rolls, hand towels and hand sanitiser).
- Cleaning - including sweeping, mopping, vacuum cleaning and surface cleaning. This includes emergency floor and surface cleaning in toilet and other internal spaces (for example, if a child has been sick or if there has been a water spillage).
- Work with the Site Supervisor and cleaning staff (including contractors) to ensure that all areas of the school are regularly and effectively cleaned.
- Assist with the dining arrangements as required.

- Undertake minor repairs, improvements, decoration of the school site, with the range of own individual skills and capacity including during the school holidays and during periods of overtime.
- Waste Management – assist with arrangements relating to the collection and safe disposal of all waste materials and equipment. Ensure the safe and hygienic condition of the waste collection point.

Safety and Security of the School Premises and its Contents

- Support the Site Supervisor in ensuring the safety of the site and the people on it at all times.
- When required, ensure that the buildings are secured after use, both internally and externally. This includes checking that all valuable equipment is in an alarmed area.

General Duties

- Attend team meetings as required
- Attend appropriate training sessions, or undertake online learning courses, relevant to the post
- Comply with the requirements of the health and Safety at Work Regulations, taking reasonable care for the Health and Safety of him/herself and for others affected by his/her works and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
- To assist public relations by responding to parents and site visitors in a helpful manner. Being a visible presence when on duty for open evenings, concerts, etc. to help ensure staff/pupil and parent safety.
- To assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with pupils.
- To maintain good relationships with the Headteacher, teachers, support staff, pupils, parents and governors.
- To undertake such other associated duties as may be required by the site supervisor, office manager, headteacher, deputy or designated nominee.
- To read understand and adhere to the school's and Council's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils staff and parents.

Physical Demands and Working Conditions

- The role of School Assistant Site Supervisor requires substantial physical effort with short periods of intense physical effort. The work will involve some exposure to moderate noise, heat and cold.

In addition to the duties and tasks listed in the job description, the post holder will be expected to carry out duties as requested by the Head Teacher (or those in line management, delegated by the headteacher), which are reasonable, and without changing the general character of the role or level of responsibility entailed.

Pinner Park Primary School

Assistant School Site Supervisor *Person Specification*

Attributes / Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Good basic standard of reading, writing and oral English ▪ Good basic standard of numeracy 	<ul style="list-style-type: none"> ▪ Qualifications in relevant areas e.g. health and safety, security or recognised trade
Experience	<ul style="list-style-type: none"> ▪ Basic repairs and maintenance to premises ▪ Working collaboratively – as part of a team 	<ul style="list-style-type: none"> ▪ Working within an educational environment ▪ Security and key holding ▪ Knowledge of security systems
Professional Development and Training	<ul style="list-style-type: none"> ▪ A desire to develop and extend skills and role ▪ Commitment to undertake relevant training 	<ul style="list-style-type: none"> ▪ Training in health and safety
Skills, knowledge and expertise	<ul style="list-style-type: none"> ▪ Good communication skills ▪ Good organisational skills ▪ Ability to prioritise, to act on own initiative and “see things through” ▪ Ability to work constructively as part of a team ▪ Understanding of the importance of health and safety ▪ Ability to follow instruction manuals and maintain logs ▪ Techniques for carrying out basic repairs and maintenance ▪ Willingness to train in premises developments 	<ul style="list-style-type: none"> ▪ Understanding of COSHH regulations, heating systems ▪ Interest in the development of gardening and the school grounds
Personal	<ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children ▪ Friendly and professional manner ▪ Ability to relate well to wide range of adults and children ▪ Ability to work collaboratively ▪ Willingness to contribute positively to the school’s ethos and values ▪ Willingness to work outside normal hours, if required ▪ Pride in the appearance of the school 	<ul style="list-style-type: none"> ▪ Willingness to play an active role in wider school life

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