



Job Description

Job Title:		Site Supervisor			
School:		St Hild' Church of England School			
JE Code:		Evaluation:		Grade:	Band 6
Date:		Status:			
Job purpose:		To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment			

Main Responsibilities

1. Ensure that building and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake minor repairs and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange and carry out regular maintenance and safety checks following agreed school schedules
7. Responsible for the operation of a planned preventative maintenance programme
8. Oversee and monitor the electrical testing of portable electrical appliances and update site records
9. Organise and carry out redecoration programmes as agreed with the Headteacher
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
11. Maintain site records relating to the maintenance of the school site
12. Undertake emergency and specialist cleaning tasks
13. Monitor stock and order supplies
14. Monitor fire safety equipment and carry out fire drills

15. Liaise with police, security and surveillance contractors
16. Undertake general portage duties, including moving furniture and equipment within the school
17. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manger immediately
18. Assist with safety audits of the premises and contribute to risk assessment activity
19. Undertake regulate health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
20. 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
21. Monitor the work of cleaning and other site staff
22. Operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
23. Facilitate and undertake lettings, and carry out associated tasks, in line with local agreements
24. Promote and ensure the health and safety of staff and pupils at all times

School Ethos:

25. Be aware of and support difference and ensure equal opportunities for all.
26. Contribute to the overall ethos/work/aims of the school.
27. Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role
28. Share expertise and skills with others
29. Participate in training and other learning activities and performance development as required
30. Recognise own strengths and areas of expertise and use these to advise and support others.
31. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
32. Within a responsibility of a duty of care, comply with all policies and procedures relating to child

33. protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
34. Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

Trust responsibilities:

35. Work to fulfil the vision and values of the trust.
36. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
37. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
38. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
39. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
40. Participate in appraisal, training and development and other activities that contribute to performance management.
41. Attend and participate in regular team and 1:1 meetings.