

WOODLANDS PRIMARY SCHOOL SITE SUPERVISOR - JOB DESCRIPTION



Responsible to: Headteacher (Line managed by School Business Manager)

Purpose of Job:

To work under the guidance/instruction of appropriate senior staff: to provide maintenance and security services on school premises and sites thereby ensuring a safe working environment

Context and Purpose of the Job: -

The main responsibilities of a Site Manager will usually include:

- To ensure that the school and grounds are in a good state of repairs and appearance;
- To ensure the security, health and safety and cleanliness of the school is maintained;
- To ensure all Health and Safety policies and procedures are complied with at all times;
- To participate fully in all aspects of the life of the school, maintaining good relationships with children, staff, parents and visitors;
- To supervise Assistant Caretaker and all cleaning staff.

Security

- To ensure the opening and locking of the school is secured;
- To open and secure the school premises, challenging unknown persons and escorting individuals to the school office;
- To report any breach of security to relevant authorities;
- To ensure external / internal regular security checks (security lights / alarm system) are in good working order and maintained;
- To attend any out of normal hours' emergency situations that may arise;
- To monitor CCTV or surveillance equipment where appropriate.

Cleaning and Maintenance

- To deal with spillages, including the removal of body fluids, using safe handling techniques;
- To ensure the removal of rubbish and waste. This may include:
 - Removal of waste that requires safe handling procedures
 - Waste separation to comply with re-use and re-cycling processes
 - Removing waste classified as unsanitary, hazardous and/or dangerous.
 - Maintaining all outside areas external to the school to ensure they are presentable and free from waste materials.
- To use the relevant procedures of the school to record breakages, repairs and maintenance work carried out and to record and monitor the quality of work carried out;

- To carry out first line repairs and maintenance that is within the skills and experience of the post-holder, (this may include plumbing, electrical work, glazing, carpentry, and general of work;
- To refer relevant work to specialists in accordance with the health and safety requirements of the school and the authority;
- To deal with repairs and maintenance that may arise as a result of accidents, emergencies and other unforeseen circumstances and liaise with School Business Manager / Senior Leaders and other asset management within the Borough;
- To ensure that all heating and lighting systems and other equipment are working properly, carrying out regular checks and accordingly;
- To ensure, on a daily basis, that the toilets are replenished with soap and toilet paper;
- To contribute and work alongside the School Business Manager with the school maintenance and repair plan and to support its implementation. Where appropriate obtaining quotations and tenders;
- To direct/supervise cleaning and/or site staff to ensure cleaning is in accordance with specification;
- To monitor the work of cleaning staff and carryout regular appraisal of performances and to allocates holiday tasks, deep cleaning of the school;
- To ensure outside areas are clear of leaves from playground, drains and school entrances;
- To keep drains and gullies free flowing, including un-blocking;
- To ensure all pathways and all other external hard surfaces areas are kept clean, free of litter and weeds and that they are gritted or salted when required. Also to ensure appropriate stocks of slat and grit are held on site.

Health and Safety

- To be responsible for safety and security within the school, including acting as a key holder and organising access for emergency access;
- To participate with Fire Drills in liaison with the School Business Manager and to maintain a log of all fire and security drills for inspection purposes;
- To carry out regular checks of play and PE equipment identifying and organising for repairs of such following liaison with School Business Manager;
- To take appropriate actions to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment. To carry out any relevant risk assessments as required by the school and borough;
- To remain up to date with current health and safety regulations ensure their implementation across the school including maintaining COSHH assessment sheets and liaising with School Business Manager when new products are brought onto the site;
- To undertake regular external and internal site inspections, identifying and checking for any hazards, reporting and liaising with the school Health and Safety Officer;
- To monitor and oversee the electrical testing of portable electrical appliances and maintain appropriate records;
- To ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.

Tasks - Resources / Organisational

- To advise the headteacher on matters relating to energy control and conservation
- To move furniture, equipment, plant, supplies and stores - in accordance with current health and safety standards;
- To receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the school and to deal with deliveries outwards;
- To be responsible for relevant stores and consumables, which may include the management of the relevant budget;
- To be responsible for maintaining records, information and data, producing analysis and reports as required;
- To ensure and create a purposeful, orderly and productive working environment;
- To liaise with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate;
- To be aware, contribute and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- To attend relevant training to maintain an up to date understanding of the role and to refresh any required skills as necessary in consultation with the Site Supervisor and School Business Manager.

RESPONSIBILITIES

- To liaise with Site Supervisor and School Business Manager and attend meetings as required;
- Carry out minor maintenance projects around school;
- Promote and ensure the health and safety of pupils, staff and visitors at all times (in accordance with the appropriate health and safety legislation);
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is within the remit.