



Parkfield Community School

JOB DESCRIPTION

Job Title:	Site Supervisor
Grade:	2
Job Purpose:	To assist the Site Manager to provide a clean, safe, and secure environment for users of the school buildings and grounds

Duties and responsibilities

1. General

- 1.1 Security of the School's buildings and grounds.
- 1.2 Operation of the school's heating plant.
- 1.3 General portage duties including movement of furniture and equipment within the school.
- 1.4 Handyperson's duties may include minor repairs to furniture or fixtures and non-specialist decorating tasks.
- 1.5 Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work.

2. Specific

- 2.1 The postholder will have responsibility for specific caretaking tasks and for specific areas of the school but can expect to assist the Trust Facilities Manager in a full range of caretaking duties anywhere in the school if required, including dealing with bodily fluids.
- 2.2 Some of the work may need to be done outdoors such as repairs and security checks in wet weather and the cleaning of playgrounds.
- 2.3 To support trades people visiting the site. Ensuring they follow site guidelines, procedures, and protocols.
- 2.4 Responsible for promoting and safeguarding the welfare of children and young people with whom he/she comes into contact with.
- 2.5 To ensure all tasks are carried out with due regards to Health and Safety.

- 2.6 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.7 To adhere to the ethos of the school.
- 2.8 To promote the agreed vision and aims of the school.
- 2.9 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Person Specification

Knowledge	General knowledge of carpentry, plumbing, plastering, gardening, cleaning etc.
Skills and abilities	<ul style="list-style-type: none">• Able to liaise and communicate effectively with other staff on an interpersonal level with pupils, staff, parents, and other visitors in a friendly way, and in respect of duties to be performed and deadlines to be met.• Numeracy skills to be able to calculate the cost of repairs/equipment/materials needed.• Cash handling skills to undertake basic shopping for materials.• Able to complete forms, read instructions, write basic reports/messages to other staff• Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments.• Able to follow instructions and procedures within the school.• Able to move equipment/objects• Able to undertake general tasks not requiring skilled trade qualifications, e.g., plumbing, basic electrics, building, plastering, painting, gardening, carpentry, cleaning, and glazing.• Able to identify areas where there is maintenance needed• Able to assimilate information re-equipment and the need to operate it, such drills etc.
Special requirements	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.• Must be willing to be flexible.• Must be willing to become involved in the life of the school.• Must be willing to attend on alarm call outs.• Must be willing to work in a multi-cultural setting.• Must be willing to recognise the importance of confidentiality.• Must be sympathetic to the community use of premises.• Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.