



# Job Description: Site Supervisor

Lower Darwen Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Job title:** Site Supervisor

**Salary:** £12.85 to £13.47

**Hours:** 25 hours a week. Term time plus 4 weeks.

**Contract type:** part time. permanent

**Reporting to:** headteacher

## Main Purpose

The caretaker is responsible for:

- › Maintaining clean, safe and secure school premises, which includes buildings and grounds
- › Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- › Promoting health and safety around the school

## Duties and Responsibilities

### General Duties

- › Carry out portorage duties, such as moving furniture and equipment around the school
  - › Maintain the general school premises, furniture and fittings, and report any issues to the headteacher
  - › Carry out small repairs and DIY projects
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- › Arrange larger repairs and obtain quotes from contractors

## Cleaning

- › Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- › Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- › Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- › Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

## Security

- › Maintain the security of the school premises as the main key holder
- › Lock and unlock the premises as required, including out of school hours when necessary
- › Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- › Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- › Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- › Advise the headteacher on all matters relating to school security and safety
- › Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.

## Health and Safety

- › Ensure a safe working and learning environment in accordance with relevant legislation
- › Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the headteacher
- › Provide safe access to the school in cold weather conditions

## Responsibilities

- › Be committed to the safeguarding and promotion of the welfare of children and young people
  - › Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
  - › Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
  - › Contribute to the overall ethos/work/aims of the school
  - › Establish constructive relationships and communication with all staff and other agencies/professionals
  - › Recognise own strengths and areas of expertise and use these to advise and support others
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- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Wash internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Wash and clean diffusers and replace bulbs/tubes.
- Monitor the standards of cleanliness of the premises and furnishings and report any problems or faults to the line manager.
- Draw attention of the appropriate authorities via the Business Manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff.
- Carry out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
  - basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc;
  - minor maintenance of the heating system e.g. bleeding radiators;
  - minor repairs to school furniture, sports and classroom equipment;
  - minor painting and decorating as appropriate;
  - basic plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
  - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window at a high level or glass covered by safety glazing regulations
- Minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers.
- Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean
- Take delivery of stores, materials and other goods and conveying them to their points of distribution
- Ensure that adequate supplies of cleaning materials and other supplies are available
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. Ensuing sufficient supply of heating oil.
- Ensure that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Weekly maintenance testing.
- Daily walkround of site.
- Carry out routine procedures or checks on ancillary equipment, of fire alarms/equipment, water checks (legionella), checking batteries, automatic pumps and areas subject to flooding.
- Carry out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the site supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

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## Person Specification

CRITERIA	QUALITIES	ESSENTIAL (E), HIGHLY DESIRABLE (HD) OR DESIRABLE (D)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ NVQ Level 2 qualification in Caretaking (or equivalent)</li> <li>➤ Full driving licence and access to a car</li> </ul>	<p>D</p> <p>E</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Caretaking</li> <li>➤ Building maintenance</li> <li>➤ Security, including alarm systems</li> <li>➤ Cleaning work</li> <li>➤ Some DIY</li> <li>➤ Working in a team</li> <li>➤ Supervising a small team of staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ D</li> <li>➤ HD</li> <li>➤ D</li> <li>➤ D</li> <li>➤ HD</li> <li>➤ D</li> <li>➤ D</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of health and safety regulations</li> <li>➤ Ability to work flexibly, independently and as part of a team</li> <li>➤ Basic DIY skills</li> <li>➤ Ability to plan, organise and prioritise</li> <li>➤ Good communication skills</li> <li>➤ Basic numeracy and literacy skills</li> <li>➤ Attention to detail skills</li> <li>➤ Ability to use powered tools and equipment relevant to the role</li> <li>➤ Ability to manage staff</li> <li>➤ Time management skills</li> <li>➤ Awareness of CoSHH</li> </ul>	<ul style="list-style-type: none"> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ HD</li> <li>➤ E</li> <li>➤ HD</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> </ul>

CRITERIA	QUALITIES	ESSENTIAL (E), HIGHLY DESIRABLE (HD) OR DESIRABLE (D)
	<ul style="list-style-type: none"> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Embraces change well</li> <li>➤ Deals with difficult situations effectively</li> <li>➤ Able to work flexibly and out of school hours as required</li> </ul>	<ul style="list-style-type: none"> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>➤ Be reasonably fit to carry out the duties of the job</li> <li>➤ Able to carry out some manual handling and lifting</li> <li>➤ Able to carry out work at high levels using appropriate equipment</li> </ul>	<ul style="list-style-type: none"> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> </ul>