

**Job Title:** Site Supervisor

**Reporting to:** Facilities Manager

**Grade:** 5

### Overall Purpose of the Post

To ensure that the buildings and school site are secure, tidy and well maintained.

To perform duties in line with health and safety requirements and take remedial action where hazards are identified.

To help to maintain the school grounds to ensure they are fit for purpose.

### Main Duties and Responsibilities

#### Security

- Opening and closing, unlocking and locking of school gates and buildings
- Ensuring the site is safe for all users
- Lettings as required - opening, closing and general duties

#### General

- Upkeep and general care of the school
- Ensuring that external rubbish is stored appropriately
- Cleaning and tidying of the internal school building
- Cleaning of internal glass, internal and external door glass and internal side of external windows.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances
- To empty internal communal rubbish bins daily
- General portorage duties and moving of furniture
- Checking damage/security every morning on arrival at the premises
- Preparation of Hall and Conference Centre for functions as required
- Receive and check goods and supplies and deliver to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet
- Ensure that clear passage is maintained on fire escape routes

- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level
- Undertake minor repairs to fixtures and fittings and report items that need to be replaced
- Report any defects of building, furniture, fittings and equipment to the Facilities Manager

### **Grounds Maintenance**

- Clean roller shutters, soffits, bargeboards and external lights
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Flag up any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of hazards to ensure the safety of students, parents, staff and visitors.
- Completion of site diary.

### **Heating, Lighting and Water**

- The switching off of all lights and appropriate electric plug sockets
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy