



# Waynflete Infants' School

## Academy for Early Learning

### **JOB DESCRIPTION – SITE SUPERVISOR**

The role of the Premises Supervisor will be to provide support regarding Health & Safety compliance, preventative maintenance and general building repairs and be responsible for opening and closing of the school building. Including:

#### **Security and Safety**

- Act as the designated key holder and principal contact for emergency services outside of normal school hours/
- To support in maintaining the security of the premises (buildings and grounds) and their contents.
- To support in opening / closing of the premises on a daily basis.
- Ensure health and safety policies are followed in terms of hazards and exits and entrances are kept clear for the safe use and passage of all users.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Ensure that fire and burglar alarms are in working order at all times. Maintain appropriate service records of all emergency equipment.
- To aid in testing alarm systems weekly and lighting when appropriate.
- To assist with fire evacuation procedures and other appropriate safety procedures as identified.
- Ensure that the main pathways are kept clear of snow, ice and obstructions, and apply grit/salt as appropriate.

#### **Plant Room**

- Operate and maintain heating & hot water plant equipment and clean facilities.
- Carry out monthly meter readings of utilities and submit to School Business Manager.

#### **Maintenance, Cleaning and Repair**

- To clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.

- To ensure that gullies, drains, etc. are kept free from debris and that the school and ground are litter free.
- Ensure all emergency exits are in good working order and kept free from obstruction.
- Litter bins are to be emptied, and the contents disposed of daily.
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.
- Maintain the cleanliness and upkeep of the school premises during school closures.
- Assist in the maintenance of fixtures and fittings.
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and noticeboards.
- Report defects in fabric, equipment, etc to the School Business Manager and when so authorised, arrange for outside contractors to undertake necessary maintenance or repairs.

## **Grounds**

### **Maintenance**

- Oversee the grounds maintenance works whilst contractors are on site
- Ensure the site is litter and weed free
- Undertake small gardening jobs such as weeding/clearing and pruning

### **Plumbing**

- Assisting in unblocking sinks, traps and waste pipes. Stopping leaks.

### **Contract Monitoring**

- Act as the main point of contact for all contractors working on the school buildings and grounds (especially during times when the school is closed), manage all school capital projects, liaising with contractors on behalf of the school and ensuring minimum disruption to the day-to-day working environment and attending site meetings.
- Ensure all term maintenance and inspection contracts are carried out in accordance with the required time frame.

### **Porterage and Resources**

- Receive and manage deliveries to the premises, ensuring they are moved and stored in an efficient and safe manner and that doorways and corridors remain unobstructed
- To support the storage and distribution of items such as cleaning materials and stationery.
- To support the monitoring of stock levels of consumable items such as grit, light bulbs/tubes, batteries and cleaning materials which may be used by the site supervisor and arrange to replenish supplies in accordance with current procedures.

- Store, move and set out furniture in accordance with the pattern of activities in the school, or the requirements of persons/group using the premises out of school hours

### **Professional Accountabilities**

The post holder is required to be aware of 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. In addition, they are to contribute to the achievement of the school's objectives through:

#### **Safeguarding**

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.

#### **Health and Safety**

- Ensure a work environment that protects people's health and safety and promotes welfare.

#### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

#### **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***