



<b>Job Title:</b>	Site Supervisor
<b>Salary / Grade:</b>	Grade 5
<b>Hours:</b>	38 hours per week 1.00pm - 7.00pm three days per week and 1.15pm - 9.15pm two days per week. [this may alter in the future if the lettings change] Hours during holiday time will be daytime <u>Allocations per school -</u> Madley Brook 16.5 hours Springfield 21.5 hours - includes 5 hours pool monitoring. [Possibility of additional 1 hour per week for organisation of minibuses for applicants over 25 years old]
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Facilities Manager
<b>Review of Role:</b>	Annually at Appraisal meeting

**Job purpose:**

To assume responsibility for the cleaning, care and security of the school premises and facilities, in order to provide a safe, secure and pleasant working environment for the school community.

**Objectives:**

- To maintain high standards of cleanliness and hygiene throughout the premises
- To share responsibility for ensuring that appropriate security measures are maintained throughout the premises
- To share responsibility for ensuring appropriate Health and Safety procedures are carried out in accordance with regulations
- To support the use of the premises by the wider community
- To support the efficient management of resources
- To be able to carry out the basic role of the Facilities Manager and to cover the role in their absence.

Possibly -

- To ensure the safe and satisfactory condition of minibuses. Keep up to date records of inspection and ensure files are maintained and replenished where necessary.

**Key tasks:**

**Cleaning and Hygiene**

- Support the Facilities Manager to ensure that the school premises and furnishings are cleaned in accordance with the standards and methods set by the School.
- To carry out designated cleaning duties - hall floor / windows / high areas.
- To support the Facilities Manager in covering cleaner absence.
- Ensure that all hard play areas and paths are free from litter.
- Empty outdoor litter bins.
- Replenish soap, toilet rolls and necessary resources in toilet and hygiene areas.
- Ensure that the dustbin points are kept clean and free from Health and Safety hazards.
- Ensure that the cleaning equipment is kept in good condition and that machines are maintained in a good state of repair.
- Carry out laundry duties, including washing of cleaners' cloths.



- To monitor the cleanliness of the school buildings and grounds and to liaise with the Facilities Manager when the high standards are not being maintained.
- To ensure the collection of soiled waste and sanitary bins.
- To clean body fluid spills as required.
- To carry out routine tasks such as high dusting, cleaning hall floors and windows.

### **Security**

- Ensure the security of the site and buildings in conjunction with the Facilities Manager including locking /unlocking, setting alarms and being available on a rota basis for emergency call-outs.
- Be available at least twice per week for late locks to accommodate community use of the facilities.
- Ensure the buildings and site is safe from unwanted materials, fire hazards or any other items or situations that may pose a risk.
- Test alarms as required and know procedures to follow when alarms do go off.

### **At the end of the day:**

- Check all windows are closed
- Check all lights/heaters are extinguished
- Check and lock all internal doors as required
- Check and lock all external entrances to the premises and gates to the grounds
- Set all alarms as appropriate

### **Health and Safety**

- To have responsibility for Health and Safety issues related to the key objectives of this job description
- Advise the Facilities Manager of matters pertaining to Health and Safety associated with the premises and grounds
- In the case of fire, flood, breaking and entering, accident and major damage, liaise with the Facilities Manager to carry out appropriate procedures to ensure the health and safety of the premises and the school community.

### **General**

- To liaise with the Facilities Manager to carry out designated duties regarding delivery, movement and storage of school resources and equipment.
- Monitor, report on and manage a budget for cleaning materials, requirements and shortages, passing on orders to the Finance Officer.
- Meet with the Facilities Manager on a weekly basis to liaise over areas with an overlapping responsibility.
- To support the Facilities Manager to carry out minor improvements and decoration programmes.
- To attend training as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To maintain the pond area and sensory garden at the Bronze Barrow.
- General maintenance.



**Springfield only [additional hours]**

- To complete maintenance of the secondary site grounds - cutting grass / trimming hedges.
- To monitor the water quality / chemicals for the Hydrotherapy Pool [in liaison with the Facilities Manager].

**Possibly -**

- To ensure the safe and satisfactory condition of minibuses including cleaning and regular servicing. Keep up to date records of inspection and ensure files are maintained and replenished where necessary.
- To organise minibus driver tests and support drivers with practice as required.

**Training to include -**

- |                                |                              |
|--------------------------------|------------------------------|
| • COSSH                        | • Ladder Safety              |
| • BICS                         | • Pool Plant Management      |
| • Moving and Handling          | • Working at Heights         |
| • Fire Safety and Alarms       | • Slips, Trips and Falls     |
| • Safeguarding                 | • Risk Assessment            |
| • Plant room                   | • PAT Testing                |
| • Basic site supervisor course | • Minibus Test if applicable |

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Signature of Post Holder** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Head Teacher** \_\_\_\_\_ **Date** \_\_\_\_\_