



Star Primary School  
*Nurturing and growing  
together*



## **JOB DESCRIPTION**

<b>Job Title: Site Supervisor</b>	<b>Reports to:</b> Head Teacher and Finance and Premises Manager
<b>Division:</b> Star Primary School	<b>Date last updated:</b> December 2018
<b>Grade:</b> <ul style="list-style-type: none"><li>• Scale 5 - 6.30am-10.30am and 2.00pm-6.00pm (Term time only)</li><li>• 8 hours required during holiday periods are negotiable.</li></ul>	

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our equality and diversity policy in the course of their work.

### **OVERALL PURPOSE OF JOB**

Under the direction of appropriate senior staff: effectively manage the maintenance, cleaning, security, heating and health and safety of the site and grounds. You are valued as part of the school support team and shall make a positive contribution to the ethos of the school, providing a high quality professional site management service. Please note there is no, on site accommodation available.

### **JOB CONTEXT**

#### **Main duties and responsibilities**

1. To be responsible for locking/unlocking school building and areas.
2. To be responsible for the maintenance and upkeep of the premises, the buildings and the grounds, including determining in accordance with established guidelines whether repairs / maintenance should be undertaken directly or by contract services.
3. To be responsible for ensuring the safe and efficient operation of mechanical, electrical, heating and water services on the premises, and to ensure safe levels of lighting, heating and ventilation are maintained.
4. To carry out a wide range of handyperson duties using various skills e.g. carpentry, plumbing, glazing, changing bulb lights, etc.
5. To assist with regular security checks, maintain the security of the school and operate the alarms where appropriate.
6. Operation of heating, plant, cooling and lighting systems.
7. Assist with the receipt, distribution, collection and despatch of goods
8. Assist and participate in the organisation and movement of furniture within the building.

9. Maintain and arrange orderly and secure storage of supplies.

### **Cleaning**

10. To ensure with Finance and Premises Manager that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff and to be responsible for all emergency cleaning.
11. To liaise with the cleaner in charge on any cleaning issues.
12. Collect and assemble waste for collection.
13. Undertake cleaning duties including graffiti removal, litter-picking and removal of human and animal waste products as required.
14. Undertake activities to maintain a safe and clean environment, eg gritting.

### **Security**

15. To be responsible for the overall security arrangements of the premises including periodic reviews of site security and to consult with the police, Newham Security Services and others on measures to improve security.
16. To ensure staff are aware of the Council's guidelines and procedures on security and the use of alarm systems.
17. To maintain a keyholding system for the school, and to arrange for access to the site by authorised persons.

### **Health and Safety**

18. To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.
19. To complete daily, weekly and termly Health and Safety checks as required.

### **Building / Remodelling Works**

20. In conjunction with the Finance and Premises Manager/Head Teacher deal with contractors and consultants on all aspects of the building works, ensuring the ongoing efficient and effective premises management and upkeep of the site.
21. To assist in the preparation and progress of new equipment / furniture orders and deliveries to meet the school premises development plan.
22. To work on own initiative, particularly during school holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site, and to prioritise the daily workload
23. To ensure adequate site cover for the premises at all times.

### **General**

24. Attend and participate in relevant meetings, training and other learning activities and performance development as required.
25. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
26. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care.

27. To use computerised systems in accordance with agreed procedures.

**Other**

These are intended to be a guide to the range and level of work expected of the post holder. It is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such reasonable duties, which may be required from time to time by the head teacher and or line manager.

The post holder must carry out their duties with full regard to the School's Equal Opportunities and safeguarding policies.

## Person Specification

<b>Job Title:</b> Site Supervisor	<b>Star Primary School</b> <i>Nurturing and growing together</i>
<b>Division:</b> Star Primary School	<b>Date last updated:</b> December 2018
<b>Grade:</b> <ul style="list-style-type: none"><li>Scale 5 – 52 week contract - 6.30am-10.30am and 2.00pm-6.00pm</li></ul>	

### **Experience/Knowledge/Skills:**

- Handyperson or DIY experience
- Knowledge of cleaning materials, methods and appliances
- Knowledge of moving and handling procedures
- Knowledge of basic hygiene and health and safety procedures and precautions
- Knowledge of basic plumbing, electrical and decorating repair procedures
- Understanding the principles of health and safety, including COSHH, in a school environment
- Able to work individually or as part of a team
- Able to use relevant equipment
- Able to relate well to children and adults

### **Other job Requirements:**

- Enhanced DBS Check
- Able to perform the physical tasks required to undertake the duties of the post, including lifting, carrying and pushing various equipment.

### **Personal Qualities:**

- Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required.
- Evidence of the ability to communicate clearly and concisely both orally and in writing
- Evidence of an understanding and commitment to Equal Opportunities both in service delivery and employment, and an understanding of its effective operation within a school.
- A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.

## Job Description & Person Specification

Date Signed:	
Signature of Employee:	
Signature of Line Manager:	
Review Date:	

## DAILY DUTIES FOR SITE SUPERVISOR

- Playground, Nursery, reception and year 1 outdoor play areas must be litter picked daily. Jet wash areas on a weekly basis.
- Check site supervisors' diary for am/pm for daily jobs or in case of late opening and information for contractors coming into carry out certain repair works.
- Check digital signage in school office and note any significant changes to the day.
- Clear any litter from the front playground and back of building.
- Open windows in the morning on the middle and top halls.
- Sweep/clear playground and early years play areas both back and front playground.
- Empty bins
- Lock and unlock
- Check internal and external lights
- Check toilet paper, soap and paper towels in all classrooms, offices and toilets.
- Ensure all fire exits are clear
- Check all windows are closed and doors locked end of the day
- Walk around the building and playground every morning to check for any hazards, e.g. broken windows.
- Check work book and speak to Finance Manager regarding placing calls to contractors, etc. to carry out repair works ( all calls to contractors must be logged in diary ie. name of contractor, contact name, telephone number and nature of call). Any problems speak to Finance manager or in their absence the head teacher or deputy head teacher's.
- Check all external drains – clear to prevent flooding/backsurge
- Clear all gutter
- Once a week – check fire alarm (log details)
- Once every half term – check water temperature