



St White's Primary School

Job Description: SITE SUPERVISOR 2020-21

Responsible to: HEAD TEACHER

Grade: 5 Pts 11 - 14

Hours: 20 per week

Holiday: 24.5 days per year (pro rata)

1. JOB PURPOSE

- To be responsible for the security, safety, maintenance and facilities management services of the school site at all times.
- To organise resources for cleaning staff, to ensure the site is fully able to support educational provision.
- To assist the Head Teacher in ensuring any commitments for school functions are met.
- To undertake handyperson activities as required.

2. MAIN DUTIES

- a) As a main key holder, to be responsible for the security of the school premises and to assist the Head Teacher in ensuring arrangements are in place to respond to emergency call outs. The post holder will also be expected to work flexible hours including evenings and weekends where appropriate.
- b) To cover the school during lettings opening hours, which may include unlocking and locking where necessary and ensuring health and safety is adhered at all times.
- c) To monitor alarm systems and fire safety equipment and emergency lights, heating and air conditioning and report any problems to the SBM who is herself responsible for booking in any outside contractors.
- d) To ensure implementation of the School's Health and Safety Policy for premises and grounds. This will include the identification and removal of hazards, the regular inspection of equipment used by staff to ensure it is in safe working order, and assisting where required, in regular Health and Safety inspections and Risk Assessments – reporting major concerns to the Head Teacher.

- e) To ensure compliance of policies and procedures relating to health and safety, and child protection and confidentiality, reporting all concerns to an appropriate person.
- f) To organise and carry out various maintenance duties, minor decoration and improvement works to ensure that the general upkeep and maintenance of the premises is satisfactory, as agreed with the Head Teacher. To carry out minor repairs or ask the SBM to arrange for them to be completed by outside contractors.
- g) Arrange annual checks for Legionella, PAT Testing, etc and keeping written records for compliance purposes
- h) To be responsible for the general tidiness and safety of outside areas, e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction, to ensure pedestrian access in periods of severe weather conditions, share the responsibility for treating main entrances and paths with salt/grit as appropriate.
- i) Oversee an effective waste management system, in keeping with the schools recycling policy.
- j) The post holder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school. Be committed to achieving the best for the staff and students at St White's Primary School.
- k) To maintain a good working relationship with GCC Property Services.
- l) To ensure that all waste and recycling bags are removed from the building and put into the correct storage bins.
- m) To ensure that all toilets on the premises are full stocked and alerting the SBM to any issues.

3. COMPLIANCE

Compliance with the Data Protection Act and school policies relating to Health and Safety, smoking and acceptable use of the internet apply.

4. STAFF DEVELOPMENT AND TRAINING

To undertake any activities which will support the post, including an annual Performance Development Review.

5. GENERAL

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out. There will be an expectation that the post holder will carry out other duties that responsibly fall within the general nature of the level of responsibility of the post.

Arrangements for appraisal of performance

Performance will be monitored through the school's performance management programme and by members of SLT.

Signed Date