

Job Title	Site Supervisor
Band/Job Group	Band C
Hours/Weeks	37 hours (5 days) 52 weeks
School	The Orchard School
Responsible to	Head Teacher & Site Manager
<p>Working hours - 37 hours – per week</p> <p>Likely working pattern during term time:</p> <p>Week A – M, Tu, W, Th: 10.30 am – 6.30 pm. F: 11.00 am – 6.30 pm</p> <p>Week B – M, Tu, W, Th: 6.00 am – 2.00 pm. F: 6.00 am – 1.30 pm</p> <p>Working hours in school holidays: M, Tu, W, Th: 8.00 am – 4.00 pm. F: 8.00 am – 3.30 pm</p> <p>Late night closings such as Governor meetings and parent evenings may require negotiated flexibility to slightly amend hours.</p>	<p>Special conditions. Agreed overtime will be paid at manual Band C. All school-based lettings (Monday – Friday) e.g., Governor’s meetings, school events etc. is included in salary. Any school lettings outside this time or any external lettings will be paid at manual Band C. Annual holidays to be taken during school holiday periods. Daily patterns of hours may vary in accordance with site requirements. Call outs payments will be paid on your hourly rate, a minimum of 2 hours will be paid per call out.</p>
<p>This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.</p>	
<p>Job summary</p> <p>In consultation with the Head Teacher and Site Manager, the Site Supervisor will ensure the efficient operation of the school site whilst on duty. Duties will include the security of school premises, supporting the operations of the heating plant, monitoring of the swimming pool water and the cleanliness of the boiler room and associated duties under the direction of the site manager.</p>	
<p>Main duties and responsibilities</p>	
<p>1. Security</p> <ul style="list-style-type: none"> • To be a key holder for the school in the event of alarm activation • To liaise with external security contractors as necessary under the guidance of the Site Manager • The efficient operation of the school site(s) in accordance with LEA policies, individual site policies and, particular, those relating to the Health and Safety at Work Act, 1974 • Unlocking and locking of all premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Setting intruder alarms and responding alarm calls when necessary. Recording breaches of security in Security Book providing reports when required • Ensuring alarm faults are reported to appropriate alarm companies and satisfactory repairs carried out. Call out to be recorded in the record book and false alarm calls monitored and acted upon appropriately. 	

- To ensure that outside lettings are confined to the areas of the school hired and that the remaining premises are secure.
- Securing valuable items which are left unsecured and reporting these incidents to the Head Teacher
- Ensuring contractors sign in and out via the Signing-in Book outside of school hours.
- Responding to emergencies, e.g., break-ins, fire, floods etc. out of hours. Reporting all incidents to the Police, Head Teacher and, where necessary, the LA
- Ensuring that all contractors unable to provide copy of enhanced DBS disclosures are supervised whilst the children are on site.

2. Repairs and Maintenance

- Carry out an inspection of any work undertaken by contractors to ensure the work has been completed to the correct standard. Check work and inform authorised person to initiate payment.
- Carry out minor repairs as and when required, under the direction of the site manager, except where specialist contractors are required.
- Supporting the record of any maintenance undertaken on site job log
- Supporting half termly checks of electrical appliances and external and internal security lights, reporting defective electrical items accordingly. Order and replace as needed.
- The removal of graffiti (excluding that requiring removal by specialists)
- Take emergency action to minimise the effects of burst pipes vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies including out of hours emergencies and taking appropriate action as required.
- Supporting the supervision of the swimming pool area ensuring the pool is a safe environment, which staff and students can work. As directed by the site manager; regularly monitor the water in the pool to ensure it meets with Health and Safety Regulations, as appropriate to swimming pools. To record the outcomes of swimming pool checks and inform the Head Teacher if the pool water is not of sufficient standard for swimming to safely take place.
- Under the direction of the site manager, to be responsible for carrying out cleaning and minor maintenance of specialist chairs within the school.
- Weeding, cleaning and other tasks associated with the safe operation of the school outside play and learning areas.
- Supporting grounds maintenance

3. Cleaning

- To monitor the cleaning across the school and report any concerns relating to standards to the site manager.
- To be the point of contact for the cleaners whilst on duty. Any management issues should be appropriately referred to the site manager or a member of the Senior Leadership Team
- To ensure that pupils and staff have a clean, hygienic and safe environment within which to work.
- Ensure that consumables such as soap, toilet paper and paper towels are replaced as necessary.
- Occasional cleaning of windows as required.
- Daily cleaning of agreed areas as required.
- Checking toilets. Cleaning classrooms, toilets, circulation and play areas, pathways and drive. Assist in cleaning up any bodily fluid spillages around school.

4. Energy

- Promote and monitor the efficient use of fuel, electricity and water.
- Support for the day-to-day running of the heating plant, and report any defects to the Site Manager
- To maintain the cleanliness and clutter free environment within the boiler house

5. Health and Safety

To be responsible for ensuring that the following is carried out across all sites: -

- Support the site manager to check fire bells on a weekly basis, keeping records of any faults and reporting to relevant department.
- Record any activation in the Fire Alarm Book
- Checking fire appliances and reporting any defects
- Ensure fire doors and escapes are left unobstructed and in good working order.
- Reporting any dangerous or hazardous occurrences and taking appropriate action if required
- Ensure a safe storage of all chemicals in line with COSHH assessments.
- To undertake COSHH assessments on all cleaning materials used in school, in the absence of the site manager.
- To abide by the School's Health and Safety Policy at all times and notify health and safety hazards to the Site Manager and the Head Teacher.
- Ensure appropriate access for tradesman in consultation with school and ensure administration staff are informed of any tradesman working on the school site during the school day.
- Ensure contractors leave the school site free from debris.
- Maintain swings and play equipment in courtyard.
- Supporting the loading and unloading of school transport in order to ensure the transport system works safely.

6. Pools

- To support the supervision of the swimming pool area ensuring the pool is a safe environment which staff and students and visitors can work and to regularly monitor the chemical balance of the water in the pool to ensure it meets health and safety regulations as appropriate to swimming pools.
- Under the direction of the site manager, maintain and monitor the chemical balance of the pool and spa pool use and maintain the technology and equipment in the pool and plant area. Report any issues to the site manager.
- Under the direction of the site manager, ensure that routine tests/readings are taken at required intervals during the day and that records of these tests are maintained.

In the absence of the site manager the following should be ensured:

- Ensure pools and surrounding areas are kept safe.
- Ensure that relevant water tests are taken by outside agencies.
- Ensure all records, forms and tests from outside agencies are monitored, filed and ready for inspection at any time.
- Ensure the relevant pool management qualifications are kept up to date in line with current legislation.
- Ensure that any problems relating to the outcome of a test of the pool water is reported to the head teacher or any relevant staff and outside agencies immediately where possible analyse the problem and put measures in place to rectify.
- Assist with the ordering and safe storage of any chemicals relating to the pool.

7. Grounds

- Maintain a litter free environment as far as is practicable and empty external waste bins and removal of internal and external rubbish.
- Snow clearance to maintain the route of access to the school as per plan.
- The post holder must at all times carry out his or her responsibilities with due regard to the council policy, organisation and arrangements for health and safety at work.
- To maintain the level of salt in external bins. To salt main pathways and steps to maintain safe access for pupils, staff and visitors.
- To assist with the development of and routine maintenance of agreed aspects of the school grounds including gardens and playgrounds.
- To ensure the grounds are free from poisonous plants.
- To ensure the grounds are free from offensive substances e.g., dog excrement.

8. Other duties

- Use of ICT as required.
- Receipt and portage of light goods and materials and relocation of portable equipment and furniture
- To undertake relevant training when required.
- To communicate with the site manager any concerns regarding the standard of any work completed by a contractor.
- Setting out furniture for assemblies, concerts and associated work.
- To ensure the supervision of lettings of the premises in line with the school policy
- To undertake any other duty commensurate with the post as designated by the Head Teacher/Deputy Head Teacher
- To make weekly (or more often if required) maintenance checks on the school minibuses including checking oil, water, tyre pressures and ensuring they are recorded within the minibus maintenance record book. Ensure minibuses are cleaned inside and out regularly.
- To ensure minibuses are taken for repair, servicing when required and annual MOT
- In Liaison with school staff move seats in and out of minibuses according to need
- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Schools policy, organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.

Signed.....

Signed.....

HEAD TEACHER

EMPLOYEE

Date.....

Date.....