

ELSTON HALL LEARNING TRUST

Name:

Job Title:

Site Supervisor

Pay Range:

Trust Grade 4

Responsible to:

Headteacher

Overall purpose of the role

To be effective in the role of Site Supervisor in accordance with the directions given by the Headteacher and Local Governing Board. To carry out under reasonable direction, appropriate duties in the case of the school buildings, security, health and safety, cleanliness, and comfort conducive to the working needs of pupils, staff and other site users. To have responsibility for the efficient operation of the site in accordance with the Trust's policies.

Security

- AM - Unlocking all necessary gates and doors, check for intrusion and de-activate the alarm system
- PM – Locking of whole school and re-activate the alarm. Check all lights and heaters are switched off and all windows are closed. Lock all necessary gates.
- Immediate reporting of all breaches of security and keeping a record of all incidents.
- Take any action necessary to ensure buildings are secure following any intrusion, vandalism, fire or flood damage etc.
- Liaise with police and security contractors as necessary
- Manage the building for lettings including opening and locking up

Health & Safety

- To act as the Health & Safety officer for the school in matters relating to the health & safety of all site users.
- To assist the Headteacher in carrying out risk assessments
- Work with the Trust's Health & Safety advisers (Elite) to ensure compliance in all areas of Health & Safety
- Arrange and facilitate Health & Safety Audits and act on all plans and action points arising from these
- Maintain the COSHH register and ensure compliance
- Be prepared to attend any relevant training including first aid
- Arrange for the testing and maintenance of fire alarms and keeping records of testing
- Arrange and action Fire risk assessments and ensuring compliance
- Ensure all fire extinguishers are maintained and in working order

- Replacement of break glass in alarm points
- Fully understand the evacuation and lockdown procedures
- Check lighting remains in working order, replacing bulbs, tubes, diffusers and starter switches
- Ensure the building is adequately heated
- Maintenance of heating system and radiators – contacting emergency services if a fault occurs on the heating system
- Cleaning and maintenance of the boiler house
- Be responsible for all work needed in relation to asbestos management
- Maintain safe water systems taking actions to ensure legionella checks are carried out

Contractors

- Directing and liaising with contractors on site for maintenance work
- Monitoring the performance of contractors and raising any concerns with the appropriate person
- Attend regular meetings with school leaders / Local Governing Board as requested to keep them informed of progress of routine maintenance and specific work being undertaken

Porterage

- Ensure deliveries of items into school are stored correctly
- Distribution of heavier items such as paper as needed
- Movement of furniture, equipment and materials around the site

Cleaning and Site maintenance

- To ensure at all times pupils and staff have a clean, safe and hygienic environment to work in.
- Regular inspections of site and the grounds to identify damage, and wear and tear
- Receive, collate and prioritise reports of damage etc. from staff and take appropriate action
- Carry out minor repairs and routine maintenance to the building as appropriate
- Cleaning and disinfecting drainage and gutters
- Cleaning of windows externally
- Cleaning of light fittings
- Ensure all emergency cleaning is carried out e.g. removal of bodily fluids, broken glass etc.
- Emptying of waste bins located in and around the building
- Removal of graffiti
- Cleaning of open areas and drives
- Clearing of snow, ice and gritting entrances when necessary ensuring site safety for staff and children

Other

- Attend regular meetings with the Headteacher and keep them informed of the rolling maintenance programme
- Responsibility for knowledge of control of gas, water and electrical services
- Recording gas, water and electric metre readings as appropriate
- Ordering of supplies e.g. paper towels, toilet paper, light bulbs, cleaning materials etc.
- Removal of rubbish
- Maintain all paperwork relating to the Site and Health & Safety as appropriate
- To take pride in the school and their own general appearance at all times
- To respond to emergencies as necessary which may be outside of working hours
- Be prepared to provide cover at other schools across the Trust as requested by Trust Leaders

<ul style="list-style-type: none"> • To co-ordinate a holiday pattern to ensure adequate caretaking throughout the year as agreed by the Headteacher
General
<ul style="list-style-type: none"> • Contribute to the aims, vision and ethos of the Trust.
<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
<ul style="list-style-type: none"> • To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
<ul style="list-style-type: none"> • Appreciate and support the roles of colleagues and other professionals.
<ul style="list-style-type: none"> • Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
<ul style="list-style-type: none"> • To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
<ul style="list-style-type: none"> • To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
<ul style="list-style-type: none"> • Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none"> • Participate in further training and professional development as appropriate.
<ul style="list-style-type: none"> • The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.