

Lancashire County Council

Job description for the post of: Site Supervisor 2 (a)					
Children and Young People			Location:	Hill Road South, Penwortham, PR1 9YE	
Establishment or team:		Middleforth C of E Primary School		Post number:	1
Grade:	4	Line manager:	School Business Manager	Car user:	Yes
Staff responsibility: Cleaning staff		Number of staff directly supervised: 2-3			
<p>The purpose of this job is:</p> <p>Under the general guidance of the Headteacher and School Business Manager, to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning, DIY and maintenance. Management and monitoring of cleaning staff/work.</p>					
<p>Core tasks</p> <p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts</p> <p>Security and Supervision</p> <ul style="list-style-type: none"> • To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s). • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence. • Supervision of cleaning staff <p>Caretaking and Maintenance</p> <ul style="list-style-type: none"> • Undertaking cleaning of allocated areas, and deep cleans during holiday periods. • Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above.) • Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Headteacher or line manager. • Drawing the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the premises which is beyond the competence of the site staff. • Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:- <ul style="list-style-type: none"> ▪ Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc; ▪ minor maintenance of the heating system e.g. bleeding radiators 					

- minor repairs to school furniture, sports and classroom equipment, outdoor play and gardening equipment
 - painting and decorating as appropriate
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes
 - grounds and gardening duties (including tidying, planting and maintaining planters, weeding, clearing etc.) excluding application of weed killers
- Ensuring that all areas within the site are clean, tidy, safe and free from litter and that all drains and gullies are free-flowing and clean.
 - Maintaining specific areas such as the pond and helping maintain Forest School
 - Assembling flat packed items, furniture and play equipment.
 - Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching goods, materials etc.
 - Ensuring that adequate supplies of cleaning materials and other supplies are available.
 - Operating the boiler so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
 - Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
 - Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, defibrillators, automatic pumps and areas subject to flooding.
 - Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other duties

- Planning of own workload and the planning and allocation of duties/hours of work for cleaning staff.
- Instructing cleaning staff in all aspects of their work.
- Undertaking letting and related duties as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertaking training as appropriate
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Carrying out an annual check of site maintenance equipment stock against the Inventory.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Prepared by:

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Date:

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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.