



St Laurence School Job Description

Title of Post: Site Supervisor

Grade: NJC Pay Scale Grade F
SCP 9 – 11 plus overtime

Contract Terms: NJC Terms and Conditions
SLS Generic job description for all support staff
37 hours per week 52 weeks per year

Fundamental Task: To provide students, staff and visitors with a safe, secure and clean environment appropriate to teaching, learning, administration and public use.

Relationships: The postholder is responsible to:-

- Director of Finance & Operations
- Headteacher

Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.

Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Main Duties:

- To act as joint key holder for the site, ensuring security at all times, including weekends and the operation of alarms. To be available for call-out on a rota basis.
- To assist with Health and Safety management by reporting any major defects in building, equipment and security systems and to liaise with contractors.
- To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure.
- To carry out weekly tests of fire and emergency light testing and keep records.
- To carry out minor works and repairs in negotiation with the Director of Finance and Operations.
- Ensure compliance with all site related policies, procedures and processes, including Health & safety.
- Ensure all school vehicles are regularly maintained and serviced / repaired as necessary.
- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti.
- To ensure, in winter especially, that access roads, pavements, steps and paths are safe for use at all times.
- To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc.
- To undertake emergency cleaning (soiling of toilets, sickness, floods etc) as necessary.
- To oversee and help with spring cleaning, including some high-level cleaning in the holidays.
- To undertake the efficient operation of the heating system, ensuring it is in good working order.
- To record and monitor gas/electricity/water (as applicable) meter readings/returns as required by the Academy.

- To take delivery of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment etc).
- To monitor use of the minibuses, maintain their condition and occasionally act as drivers for School functions.
- To liaise with contractors, especially in holidays, and enable satisfactory completion of contracts. Ensure contracts work to their RAMS whilst on site. To monitor, report and stop any unsafe working practices.

Resources

The jobholder is accountable for all site equipment.

Working Environment

The work must be completed methodically and to deadlines and the programme of work. There will be a high level of interaction with students and outside agencies. Contact with students/parents is about routine matters. Extensive use of Display Screen Equipment

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school