



Highclare School

Site Supervisor Job Description

Job Purpose

As a member of the Support Staff team and reporting on a daily basis to the Facilities Manager, the site supervisor will be required to support the facilities team across all school premises. The Facilities team are responsible for the day-to-day operational management, safety and security of the school premises. The team are also responsible for ensuring the school is well maintained, safe and secure for all users.

The post holder will provide support to the static site supervisors and to deputise for them in their absence.

Duties and Responsibilities

1. Carry out minor repairs and maintenance to buildings, grounds within the post-holders capabilities. (Excludes major building works).
2. Ensure the appropriate materials and equipment on the premises are available.
3. Collect materials and equipment from suppliers and deliver to site supervisors
4. Carry out statutory Health and Safety testing on aspects of the school site in accordance with a planned schedule
5. Maintain school sports fields and courts as part of planned usage programme
6. Receive deliveries on site and distribute across school as required
7. Supervise external cleaners ensuring agreed standards of cleaning are met and report issues to the cleaning supervisor and Facilities Manager
8. Carry out daily post run between school sites
9. Transport goods between sites
10. Place orders for milk and janitorial supplies with approved providers and collect and distribute across sites
11. Participating in pre-arranged out of hours activities as and when required (open events, concerts etc.)
12. Provide site cover for after-school clubs and wrap-around care
13. Drive school transport as required
14. Undertake fire marshal training and carryout fire marshal duties as directed by the Facilities Manager.
15. Ensure all works carried out are completed with due observance to the appropriate Health and Safety at Work' requirements.
16. To undertake training appropriate to the current or future demands of the post.
17. To adhere to the ethos of the school.
18. To promote the agreed vision and aims of the school.
19. To set an example of personal integrity and professionalism.
20. To attend appropriate staff meetings, INSET and staff training days.
21. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to Barred List enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.