



**UPPER WHARFEDALE SCHOOL**  
**JOB DESCRIPTION: Site Supervisor**  
**Grade E**

**37 hours per week plus overtime**  
**(7.30am – 11.00am, and 2.30pm – 6.00pm)**

**September 2021 (or earlier if possible)**

**RAISING THE EXPECTATIONS AND ACHIEVEMENTS OF ALL**

**We are committed to:**

- **Setting and achieving challenging goals.**
- **Developing, inspiring and motivating effective teamwork**
- **Raising standards and meeting the needs of all learners**
- **Communicating our vision for future school improvement to a wide range of stakeholders**
- **Developing and strengthening partnerships through active collaboration.**

**Job Purpose**

- To be responsible for maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Business Manager/Headteacher to ensure a secure, safe and hygienic environment for all building users.
- To organise and direct premises staff, ensuring high standards of cleanliness within the school.
- To maintain the swimming pool in a ready to use, clean and safe condition, following appropriate training.
- The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.
- To liaise with other agencies such as NYCC Buildings Maintenance, contractors and with other individuals and organisations using the school.

**Key Accountabilities**

**Operational**

- To have a clear understanding and responsibility for the safeguarding of students.
- Act as a designated key holder, providing response to emergency calls.
- To ensure that the buildings and school site are secure, particularly out of school hours – locking and unlocking buildings at pre-determined times and setting of the school alarm system.
- To be responsible for the safe operation of the swimming pool.
- To manage and arrange facilities for hirers as specified.
- To ensure that all allocated furniture, equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- To perform duties in line with Health and Safety requirements and take remedial action where hazards are identified.
- To report serious hazards to the Health and Safety Officer, Business Manager or Headteacher as appropriate.
- To be responsible for Portable Appliance Testing (PAT) throughout the school – examining electrical appliances and equipment to ensure they are safe to use.
- To assist in the monitoring of goods inward and delivery to the appropriate area of the school/Curriculum Area.

- To maintain the school grounds to ensure that they are fit for purpose.
- To maintain confidentiality at all times.
- To participate in training and other learning activities relevant to the role.
- Upkeep and general care of the school, ensuring that outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.
- Check and maintain the safety of the swimming pool, including the chemical balance, temperature and cleanliness.
- To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
- Carry out Legionella testing throughout the school, ensuring that records are kept for inspection.
- Carry out asbestos monitoring checks, ensuring that all records are up to date.
- Carry out regular checks of all cleaning areas and report poor standards to the Business Manager.
- Ensure that waste materials are stored appropriately and disposed of promptly.
- General maintenance and minor repair work – joinery, plumbing, remedial glazing, cleaning.
- General porter duties and moving of furniture when required, including for exams.
- Lettings as required – opening, closing and general duties.
- Preparation of school facilities for functions as required.
- Carry out fire alarm testing weekly.
- Ensure that clear passage is maintained on fire escape routes.
- To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and arrange to replenish supplies with the Business Manager.
- Higher levels of initiative and independence to deal with site problems as they arise.
- Arranges emergency repairs and deals with problems as they arise.
- Health & Safety responsibilities e.g testing of fire alarms
- Literacy and numeracy skills required to complete orders, timesheets.
- IT literacy required to maintain servicing records, carry out performance reviews, maintain holiday records etc.

### **Communications**

- Communicates with Business Manager to update them on premises issues & liaises with contractors to ensure work is completed to required standards and within required timescales.
- Communicate effectively with other members of staff within the school.
- Liaise with contractors on the site and check clearances.
- Work proactively with the Health and Safety Officer and Business Manager on all matters relating to health, safety and security.

### **Resource Management**

- To participate in the training and development and performance management processes within the school.
- Store equipment and products safely and securely.
- Carry out inspections on buildings to identify faults/hazards.
- Supervise the work of contractors on site.
- Handles small amounts of petty cash for purchasing materials to carry out repairs.
- Order, stock control and store cleaning and caretaking equipment and products safely and securely.

### **Safeguarding**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

### **Data Protection**

- To comply with the school's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

### **Health and Safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.
- Ensure that all matters identified in the annual Health and Safety report are addressed in a timely manner.

### **Line Management**

- The Site Supervisor will line manage the Cleaning Manager and other cleaning and caretaking staff as required, including recruitment, induction, training, coordination of work and performance management.
- The Site Supervisor will report to the Business Manager.

### **General**

- To carry out any other duties within the overall function of the role which are commensurate with the grading of the post.

Additional duties and responsibilities may be negotiated to reflect the strengths of the person appointed.

***Upper Wharfedale School is committed to safeguarding and promoting the welfare of children and young people, including protecting children from radicalisation. All appointments made are subject to an enhanced Disclosure and Barring Service check and all staff share this responsibility.***

The job description will be reviewed annually in light of personal development objectives and School priorities.