



MEADOWSIDE PRIMARY SCHOOL

Job Title:	Assistant Site Supervisor
Grade:	SCP 3-4
Hours:	2:30pm to 6:30pm Monday to Friday. 20 hours per week. Some later finishes will be required due to Open Evenings/Governor meetings and will be paid as overtime.
Line Manager:	Site Supervisor/School Business Manager

Purpose of the Job

To support the Site Supervisor with the smooth management of school premises with regard to security, cleaning, maintenance, health and safety.

To ensure that the school building is a safe environment for pupils, staff and visitors.

The post holder will be expected to work largely on their own completing programmes of cleaning and maintenance of the school referring matters outside of day to day work to the designated line manager. The role requires substantial physical effort working occasionally in unpleasant/disagreeable conditions.

The role of Assistant Site Supervisor is seen as an integral part of the daily life of the school and as such they will be part of the team which works co-operatively for the benefit of all persons connected with the school.

Assistant Site Supervisor duties include:

Security

- Carrying out security procedures for school buildings and grounds.
- Designated key holder and contact for Alarm Company, police and emergency services out of normal school hours.
- Opening /closing of school premises, including gates, doors, windows, fire exits etc for the purpose of school use, lettings, out of school hours, functions, and maintenance and emergency services.
- Ensure premises are in a safe condition to be used.
- Assisting with regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Respond when school alarm system is set off and arrange for the system to be re-set.

- Liaising with the emergency services including calling out as required. Reporting acts of theft or vandalism to School Business Manager/Headteacher and/or police as necessary.
- Deal with intruders/trespassers and inform authorities within guidelines.

Cleaning

- Support and assist the Site Supervisor to supervise our team of cleaners and undertake cleaning duties which may occur during the school day
- Stock control of cleaning materials, advising Site Supervisor when orders are required
- General external cleaning to include cleaning leaves and general rubbish
- Clean school hall floor

Maintenance and repairs

- Complete maintenance/repairs: (example) bulb and tube replacements (where appropriate)/boarding up, painting, repairing door locks, unblocking toilets and sinks, fit new toilet seats. This may also include putting together, erecting new sheds or fitting new furniture.
- Deal with emergency matters such as flooding and vandalism, and specific cleaning issues (graffiti).
- Ensure standard and quality of repairs conducted by external contractor, dealing with specific issues.
- Replace hand towels, toilet rolls and ensure soap is refilled.
- Perform maintenance and repairs to plant, equipment, furniture and the fabric of the building, including painting, and making good any abuse of the premises.
- Actively seek and promote improvements to school grounds and building. Undertaking improvements within the competency of the postholder.
- Support the Site Supervisor with boiler system functions.
- Report all defects that cannot be resolved to the SBM/Headteacher and contact engineers as necessary.

Miscellaneous duties

- Move such items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply. Contact service provider.
- Ensure access for emergency services, assist as necessary, secure premises as required.
- Read, record and report all meter readings as required and reporting any concerns to the School Business Manager.
- Synchronise clocks as required.
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the SBM/Headteacher.
- Carry out window cleaning as and when required or as directed by the SBM/Headteacher.
- Carry out minor works in order to improve the site as required by the Headteacher/SBM
- Attend appropriate training courses as required by the Headteacher/SBM
- Ensure boiler room is maintained in a tidy and safe manner.

External Maintenance

- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a regular basis.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Keep entrance to the school, inside and outside, clean and clear of obstructions at all times.
- Clear leaves, litter, snow, ice, moss, animal faeces and detritus as appropriate, including treatment of surfaces with salt, grit etc.

Health and Safety

- Work within Health and Safety guidelines and School and policies.

School Holiday

Larger maintenance and decorating work will be planned for during holidays. Contractors work should be scheduled during these times where possible. Hours of work can be varied to fit around the required jobs. Such work has to be arranged in accordance with the School Development Plan and in consultation with the SBM/Headteacher.

Lone Working

The Site Supervisor is to observe the recommendations by our Health & Safety Adviser & school policy regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the SBM as soon as possible.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the SBM/Headteacher within the grading level of the post and the competence of the post holder.

Meadowside Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake an enhanced Disclosure and Barring Service check.

Signed..... Date.....