

Ravenswood School

Job Description

Site Supervisor



Job Purpose:

1. To promote and support the school in fulfilling its aims by maintaining and developing its positive ethos through self-evaluation and improvement.
2. To ensure the premises and grounds are maintained and developed to a high standard.
3. To ensuring a safe, secure and welcoming environment for pupils, staff and visitors.

To whom postholder reports: Headteacher

Responsibilities

Premises - Ensuing a safe and welcome environment

- To act as Health and Safety Co-ordinator for the school and ensure all audit compliance procedures are in place. Monitor compliance actions and arrange remedial works. Ensure routine H&S actions and inspections are carried out. Act as 'Responsible Person' for asbestos and legionella.
- To act as Fire Safety Co-ordinator for the school and ensure that all identified Health and Safety risks are dealt with swiftly and effectively and report to the Headteacher any situations which potentially pose a danger to any person on the school site.
- Monitor the progress of requests for minor repairs and maintenance work, ensuring appropriate records are maintained. Purchase items required for premises maintenance and building projects in accordance with school procedures.
- Plan small works to maintain and improve the school premises, using best value principles in appointing contractors and high-quality monitoring procedures to ensure we achieve good outcomes.
- Once capital works have been approved by the Governors, or the Headteacher, liaises with Headteacher for specifications and seek tenders on their behalf that ensures that best value principles are achieved in selecting contractors and high-quality monitoring procedures to ensure we achieve good outcomes.
- Monitor the school's maintenance contracts including grounds maintenance.
- Co-ordinate groups of volunteers to help maintain premises and grounds.
- Provide progress reports and feedback to Headteacher.
- Be a keyholder and a member of the School Emergency Response Team

Security arrangements

- Be the first contact for any security callouts where attendance on site is required.
- Unlocking and checking the site is safe for use at the start of each day.
- Supervising the school car park area during the periods when pupils are arriving and leaving school.
- Ensuring all contractors know and follow school security procedures.
- Ensuring contractors who do not hold an enhanced DBS are not left unsupervised when pupils are on site.
- Responding as required, by mutual agreement with the Headteacher for out of school hours activities.



Maintenance and repairs

- Managing the operation of the school heating and water systems, ensuring all plant and equipment operate at maximum efficiency.
- Carry out maintenance tasks and routines, completing required paper work to ensure the safe and efficient running of school.
- Responding in a timely manner to reported health and safety hazards, to ensure the premises are a safe place for pupils and adults.
- Undertaking repairs to the school premises, external fixtures and fittings, furniture and equipment.
- Painting and decorating of internal areas. Maintain external areas; staining wood, pressure-washing, cleaning and painting small areas.
- Carry out cleaning of designated areas and emergency cleaning as required around the school. Cleaning school vehicles, inside and out to maintain high standards.
- Managing the setting and moving of furniture, stock and large equipment around the school as required.
- Maintaining a litter free environment around the school grounds.

Health and Safety

- Ensure that all materials and equipment are used in a safe, environmentally friendly and proper manner following all guidelines, risk assessments and specifications carefully.
- Implement schedule of health and safety checks of equipment/facilities around the school site, effectively maintaining appropriate records.
- Ensuring all liquids and materials are stored and used according to up-to-date COSHH records.
- Maintaining and distributing stocks of toiletry and washing supplies in all areas of the school.
- Ensuring outside and inside areas are free of obstructions and safe for pupil and staff use in all weather conditions.
- Ensuring all contractors know and follow school Health and Safety procedures.
- Reporting to line-manager or Headteacher any concerns about the quality of work of contractors and cleaners.
- Be a member of the Serious Emergency Response Team and respond appropriately in relevant situations.

Continuous Professional Development

- Co-operating in performance management arrangements
- Completing training required to fulfil all aspects of jobs e.g. working at heights, fire safety asbestos management.
- Completing training required by the school around safeguarding and information sharing.

Undertaking any professional duties as reasonably determined by the Headteacher.

General

- Co-operating in performance management and taking responsibility for continuing professional development.
- Undertaking any professional duties as reasonably determined by the Headteacher.