Job Description - Site Supervisor

Purpose of Role

- To undertake a range of caretaking and site management duties.
- To maintain the security and supervision of the site and related equipment.
- To perform duties including porterage, cleaning, and maintenance.
- To contribute to a safe and secure environment for children, staff, and visitors.

Key Responsibilities

- **Site Security:** Act as a designated key holder and ensure the premises are secure.
- **Reporting:** Work under the direction of the Estates Manager.
- **Compliance:** Ensure all health and safety policies are followed and report issues immediately.
- **Maintenance:** Undertake minor repairs and general maintenance tasks.
- **Hygiene:** Work closely with cleaning staff to ensure the school is clean and safe.
- **Fiscal Responsibility:** Ensure value for money in all site-related tasks.
- **Flexibility:** Complete any other tasks required by the Estates Manager or Senior Leadership Team.

Health and Safety

- **Site Inspections:** Check the site regularly for hazards; take corrective action and liaise with the Estates Manager.
- **Record Keeping:** Assist in maintaining accurate records for fire, water, electrical, and gas safety.
- **Risk Management:** Complete risk assessments and implement corrective actions.
- **General Safety:** Undertake any other site-related health and safety work as required.
- **Equipment Care:** Responsible for the use, maintenance, and security of plant, machinery, and equipment.

Safeguarding

- **Culture of Safety:** Adhere to all school safeguarding and child protection policies and procedures.
- **Reporting Concerns:** Immediately report any safeguarding concerns regarding a child or a staff member to the Designated Safeguarding Lead (DSL).
- **Vigilance:** Maintain a high level of vigilance regarding site visitors, ensuring all guests follow the school's signing-in and identification procedures.
- **Training:** Participate in regular safeguarding training and keep up to date with "Keeping Children Safe in Education" (KCSiE) guidance.

- **Professional Conduct:** Maintain appropriate professional boundaries with pupils at all times.

Preferred Skills

- **Problem-Solving:** Ability to facilitate the resolution of issues at all levels.
- **Results-Driven:** Demonstrates excellence in delivery and high standards of work.
- **Communication:** Able to relay safety or safeguarding information clearly and calmly.

Person Specification: Site Assistant

Experience & Qualifications

- **Essential:** Proven experience in general maintenance, DIY, or a trade.
- **Essential:** Experience working within a team environment.
- **Essential:** Satisfactory Enhanced DBS check (or willingness to undergo one).
- **Desirable:** Previous experience in a school or regulated child-care setting.

Skills & Knowledge

- **Maintenance:** Ability to identify and carry out minor repairs safely.
- **H&S Compliance:** Understanding of health and safety, including risk assessments.
- **Safeguarding Awareness:** Basic knowledge of safeguarding principles and "Keeping Children Safe in Education" (KCSiE).
- **Manual Handling:** Physically capable of lifting and moving furniture.

Personal Attributes

- **Problem-Solver:** A proactive "can-do" attitude to resolve site issues.
- **Reliability:** High level of integrity for key-holding and site security.
- **Professional Boundaries:** Ability to maintain appropriate professional boundaries with pupils and staff.
- **Vigilance:** A commitment to maintaining a safe environment and reporting any safeguarding concerns immediately.