



Whitburn Church of England Academy

Job Description - Site Supervisor

Purpose of the Post

- Promote the ethos and principles of Whitburn Church of England Academy with all staff, pupils and the wider community by exercising the rights and responsibilities of the post
- To realise the motto 'Excellence for All' by ensuring the highest possible standards of pupil achievement, personal development and well-being
- Role model the behaviours expected of staff in the Academy
- Establish a working ethos in which creativity and innovation are valued and encouraged
- Contribute to whole school planning, review, monitoring and evaluation
- Keep up to date with and actively respond to current legislation relating to the post

School Based Working time

37 Hours per week. 28 days annual leave (30 after 5 years service). Up to 10 days leave may be taken during term time, the remainder to be taken in school holidays. All holiday dates must be discussed with the Senior Business Officer and should not be booked until dates are agreed. Work will be on a weekly shift pattern as agreed.

Reporting to

Senior Site Supervisor

Main Duties

- To help maintain the security and condition of the site by opening the site and ensuring the site is fully secured when vacant or is partially secured to allow limited access at times outside of the normal school day
- Conduct site tours during lunch and break times including toilet checks
- Ensure staff follow the sign out procedures and inform Schools Letting Services which members of staff remain on site at the end of your shift
- Checking the operation of fire and intruder alarms and fire pumps on a regular basis and maintaining documentation
- Reporting any acts of vandalism to Senior Management Team.
- Check and update the Site Help Desk on a regular basis and acting to resolve the issue and seek assistance where necessary in a timely manner.
- Set out and clear away furniture for school events e.g. Assemblies.
- Liaising with staff hosting events, paying regard to the venue booking form
- Identifying through regular site checks (e.g. door checks) any areas of the site or buildings which require maintenance or remedial work and reporting to the Senior Site Supervisor. Undertaking such repairs as directed by Senior Site Supervisor e.g. painting and retouching paintwork; joinery to secure broken doors / windows etc; plastering small areas where damage has occurred; fitting new locks and door closers
- Report any issues with the efficient operation of the heating and lighting system the building. Liaise with Estates and ICT Manager over any issues with the BMS
- Keeping paths, access points and entrances free of snow and ice in line with Health & Safety requirements
- Regular cleaning and clearing of all drains, gullies and bottle traps to the agreed schedule to ensure effective operation
- Cleaning bottom floor windows

	<ul style="list-style-type: none"> • Carrying out emergency cleaning when required • Cleaning external entrances and steps • Emptying litter bins daily and litter picking around the site • Cleaning diffusers, lamp shades, vents and lights (at height using the tower scaffold as and when necessary) • Watering planters and containers • Moving furniture and equipment to suit the needs of the school with due regard to current Health & Safety guidelines e.g. setting up examination desks when required • Delivering orders to relevant departments when they arrive • Carry out general portorage duties • Act as First Aider (following appropriate training) • Assisting cleaning staff in the removal of rubbish • Meeting and attending to any contractors working on the site • Assist with the maintenance of the school grounds, including • liaising with and monitoring the work of contractors reporting on work completed to the Senior Site Supervisor • Carrying out Gate Duties to ensure safe access to the site at the start and end of the school day <p>Other Duties</p> <ul style="list-style-type: none"> • Use the Academy calendar effectively to prioritise tasks and plan in detail • Adhere to the Academy Staff Code of Conduct • Discharge your duty of care for your own and others' health and safety • Undertake training and development as required, in particular addressing issues raised through School Review • Assist, where appropriate, with the training and development of fellow colleagues • Be courteous to colleagues, pupils and parents and provide a welcoming environment to guests • Other duties will be required as and when necessary from time to time. The job description is current at the date shown but, in conjunction, with the post-holder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post • Advise the Academy of any disability you may have or develop so that the Academy can endeavour to make any necessary reasonable adjustments to the job and the working environment. <p>The post holder must carry out their duties with full regard to equal opportunities and act in compliance with data protection law in respecting the privacy of personal information held by the Academy</p>
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Whitburn Church of England Academy is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.