

**All Saints' CE Primary
School**

JOB DESCRIPTION

Site Supervisor



Purpose of the role

To support the effective operation, cleanliness, maintenance, and security of the school site and premises. To contribute to a safe, welcoming, and well-maintained environment for pupils, staff, and visitors.

To prioritise the safeguarding of pupils and child welfare.

Accountable to: Ashley Ryan, Headteacher and Julia Taylor, School Business Manager

Role Responsibilities

- To prioritise the safety and wellbeing of children, colleagues and visitors.
- To be a keyholder for the site including attending out of hours call outs.
- To keep the premises in a good state of repair via regular maintenance.
- To make arrangements for emergency contractor attendance outside of school hours.
- Taking regular meter readings for utilities.
- To be responsible for cleaning an area of school to a high standard.
- To be responsible for the security of the site.
- Gritting external areas when required.
- To be a representative on the Health & Safety Committee and maintain Health & Safety records accurately
- Porterage duties and replenishment of supplies.
- Preparation and layout of out of hours events and clearing up afterwards.
- To maintain effective working relationships with external agencies and contractors.
- To participate in and continue to build upon own CPD and take responsibility for this.
- To consistently promote a positive image of the School and to be an enthusiastic advocate for the School in the wider community