

Job Description for Site Supervisor / Cleaner

Job Title: Site Supervisor Job reference 1975

Start Date Tuesday 1st September 2026

Pay Grade: Grade E Point 4

Weeks per Year: Term time, plus 6 weeks total 44 weeks.

Hours per week – 20 hrs per week – Monday to Friday – 6.30-8.30am and 3.30-5.30pm. (hours can be discussed at interview)

Salary: Actual £13,204 (Full time equivalent £25,185) (pay rise pending)

Responsible to: School Business Manager (SBM)



General Description of Post

To be responsible for the security of premises and contents.

To ensure that all internal and external areas of the premises are clean, well-maintained and secure

To carry out semi-skilled building repairs and maintenance tasks using hand and power tools as necessary to effect repair, decorate and install fixtures and fittings as required.

To help schedule contracted services to the site and monitor the delivery of the work commissioned.

To undertake 2 hours cleaning daily alongside a second cleaner.

Supervise contractors on site.

To ensure all maintenance checks are completed and recorded on the agreed schedule.

JOB DETAIL

1. SECURITY

- 1.1 Designated keyholder and principal contact for police and emergency services out of normal school hours.
- 1.2 Ensure the security of the premises and contents at all times, unlock and lock up at times determined by the Headteacher. Ensure the security of the premises following forced or illegal entry.

- 1.3 Monitor the activities of visitors and contractors' staff to ensure the Security of the building and contents, and ensure that such visits do not unduly interrupt the work of the school. Be present at the opening and closing of the school to assist staff, pupils and visitors.
- 1.4 Ensure that fire and burglar alarms are in working order at all times. Report deficiencies and arrange repair, recharge or resetting as appropriate. Maintain appropriate service records of all emergency equipment.
- 1.5 Manage the operation of the school's security systems.

2. ENERGY MANAGEMENT AND PLANT OPERATION

- 2.1 Monitor energy consumption, record readings and maintain records in liaison with the SBM.
- 2.2 Replace light sources as required using approved access equipment where necessary.
- 2.3 Operate, maintain and clean heating equipment and facilities.

3. PORTERAGE AND MAINTENANCE

- 3.1 Order consumables and cleaning products to SBM for authorisation.
- 3.2 Ensure the distribution and replenishment of consumables, e.g. soap, paper towels, toilet rolls etc.
- 3.3 Store, move and set out furniture and equipment in accordance with the pattern of activities in the school, or the requirements of persons/groups using the premises outside school hours.
- 3.4 Perform minor maintenance and repairs to plant, equipment, furniture and the fabric of the building including making good any abuse of the premises
- 3.5 Liaise with the HT and Governors to ensure smooth running of the building during maintenance work at minimum impact on the schools' normal operation.

4. ENVIRONMENTAL MANAGEMENT

Maintain the required records for COSHH, fire, asbestos emergency lighting, legionella, radon and PAT testing.

Ensure required procedures are followed.

- 4.1 Clean up, effect minor repairs and make good following minor emergency situations, e.g. small fires, flooring or spillages.
- 4.2 Clear litter from hard surface areas (play areas, paths, drive) and planted borders/shrubs.
- 4.3 Waste management. Arrange the safe disposal of all waste materials, equipment and furniture beyond repair. Ensure the safe and hygienic condition of the waste collection point.
- 4.4 Subject to reasonable access, ensure that all gullies, gutters and rainwater pipes are cleared and free running.
- 4.5 Ensure that all emergency exits are in good working order and free of obstruction.

- 4.6 Ensure that all drives and approaches to the premises are kept clear of snow, ice and obstructions, and apply grit/salt as appropriate.
- 4.7 Conduct regular health and safety inspections with HT/Premises Governors and submit written report to Premises Governors.
- 4.8 Prepare quotes for school premises projects and prepare orders for minor repairs and maintenance work.
- 4.9 Oversee the management of the schools decoration programme, completing minor works as appropriate.
- 4.10 Ensure that all hard areas, play areas, drive surrounds and gardens are kept neat and tidy and free of litter.
- 4.11 Weekly placement and retrieval of refuse bins

In negotiation with the Headteacher undertake specific school environmental projects which enable the school to make maximum use of the premises

5. CONTRACT MONITORING

- 5.1 Manage and oversee the contracts for grounds maintenance and other premises management services. Perform regular quality checks.
- 5.2 Liaise with the SBM on contractors' invoices.

6. EXTERNAL USE OF SCHOOL FACILITIES

- 6.1 Manage the use of the school's facilities by external agencies and hirers
- 6.2 Supervise lettings and liaise with the School Management and individual hirers including unlocking and locking the building out of school hours for which additional payment will be made.
- 6.3 Ensure that all facilities are in a clean and acceptable state prior to the letting and that they are returned to school use in an acceptable state following outside use.
- 6.4 In consultation with the Headteacher, ensure that the hire of facilities is managed in the most cost effective manner.

7. STAFF SUPERVISION

- 7.1 Assist in the training and supervision of cleaners as appropriate.

8. PUBLIC RELATIONS

Maintain good relationships with pupils, staff, visitors and users of the school's facilities.

9. GENERAL

Such other duties as may reasonably be required by the School Governors and Headteacher from time to time.

Experience necessary

Appropriate level of literacy and numeracy

Appropriate IT and Keyboard skills

Good level of DIY maintenance skills and knowledge of health and safety

Must be able to work unsupervised, prioritise work and be able to supervise others.

Appropriate level of data protection, security and confidentiality awareness.

Desirable

Understanding of corporate equalities standards and diversity issues and impact in immediate work area.

Training in health and safety

Basic knowledge of first aid