

St Aidan's Church of England High School

Site Supervisor

37 hours per week – Grade F

Job Purpose

Will be responsible for the co-ordination and day to day running of the caretaking team. To ensure that the premises and facilities within the school meet the needs of students, staff and external lettings whilst ensuring the Trust/School policies and procedures, legislation and statutory requirements are adhered to.

Main duties and responsibilities

- Day to day co-ordination and organisation of the caretaking team and responding to tasks that arise
- Opening or closing school with regard for site security as directed
- Liaise with Facilities Manager regarding bookings requirements (internal and external)
- Liaise with Cleaning Team with regards to set-up and clear-down of rooms
- Maintaining statutory records and ensuring all required testing is undertaken, including Legionella and Asbestos monitoring/ fire alarm and emergency lighting tests in accordance with HSE Regulations
- Routine visual checks of school premises and outdoor areas and proactively identify any defects.
- Minor repairs / painting of areas around school requiring attention
- Managing of deliveries and general portering
- To maintain/create annual Risk Assessments
- To maintain/create COSHH reports for chemical usage
- Fire warden duties in event of fire alarm activation (as required)
- To respond immediately to either fire or intruder alarm during working hours
- To respond appropriately to severe weather impacts
- To support Facilities Manager with any other general duties as required

Person Specification

- Time management skills and the ability to prioritise tasks
- Attention to detail and a high regard for Health, Safety and Hygiene
- Accurate Record Keeping
- Excellent customer service and interpersonal skills
- The ability to communicate effectively with all users of school premises
- Fluency in spoken English
- Self-motivated and confident