Job Description – Site Supervisor

Job Title: Site Supervisor
Department: Site Operations / Facilities
Reports To: Site Manager
Working Relationship: Works closely alongside and supports the Site Manager in the effective day-to-day operation of the school premises.

Job Purpose

To work alongside and support the Site Manager in the day-to-day operation, maintenance, safety and security of the school premises.

The Site Supervisor will assist with the supervision and coordination of site activities, ensuring that buildings, grounds, facilities and equipment are maintained to a high standard and provide a safe, clean and welcoming environment for pupils, staff, visitors and the wider school community.

The postholder will take responsibility for delegated site duties, supervise day-to-day maintenance activities, coordinate contractors and support the Site Manager in ensuring that all site-related activities are completed efficiently and in accordance with health and safety requirements and school policies.

Key Responsibilities

Site Management and Maintenance

- Work alongside the Site Manager to ensure the effective day-to-day running of the school site.
- Assist with the general upkeep, maintenance and presentation of school buildings and grounds.
- Carry out regular site inspections and report maintenance issues, defects and potential hazards to the Site Manager.
- Undertake routine maintenance and minor repairs within the scope of skills and experience.
- Assist in organising and monitoring planned maintenance, repairs and redecoration works.
- Ensure heating, lighting, ventilation and water systems are operating effectively, reporting any issues.
- Maintain site equipment, tools and machinery, ensuring they are used and stored safely.

- Help ensure external areas are clean, tidy and well maintained, including litter picking, waste management and general grounds maintenance.
- Assist with emergency repairs and ensure areas are made safe when issues arise.

Health, Safety and Compliance

- Support the Site Manager in maintaining a safe environment for pupils, staff, contractors and visitors.
- Complete routine site safety checks and inspections as directed, ensuring any issues are reported promptly.
- Assist with maintaining accurate health and safety records and compliance documentation.
- Support fire safety arrangements and routine checks of fire doors, extinguishers, emergency lighting and alarm systems.
- Assist with asbestos, Legionella and COSHH procedures in accordance with school requirements and training.
- Ensure safe working practices are followed when undertaking maintenance activities.
- Monitor contractor working practices and report any health and safety concerns to the Site Manager.
- Maintain safeguarding awareness and adhere to all school policies and procedures.

Security and Site Access

- Support the Site Manager in maintaining the security of the school premises.
- Assist with opening and locking arrangements as required.
- Follow agreed procedures for key control and site access.
- Report security concerns, damage, vandalism or suspicious activity promptly.
- Assist with ensuring the premises are secure during and outside normal school hours.
- Support emergency procedures and respond appropriately to incidents within the scope of the role.

Staff and Contractor Supervision

- Work closely with the Site Manager to coordinate the daily workload and priorities of the site team.
- Assist with allocating and monitoring day-to-day site duties.
- Provide guidance and support to caretaking and cleaning staff where required.
- Assist with monitoring standards of work and ensuring tasks are completed to the required standard.
- Coordinate and oversee contractors carrying out delegated works on site.
- Monitor the progress and quality of maintenance works and report any concerns or delays to the Site Manager.
- Assist in ensuring appropriate site staff cover is maintained.
- Promote a positive, professional and collaborative working environment within the site team.

Cleaning and Environmental Standards

- Support the Site Manager and site team in maintaining high standards of cleanliness and presentation across the school.
- Monitor cleaning standards and report any concerns.
- Assist with ensuring cleaning schedules and specifications are followed.
- Ensure cleaning equipment and machinery are used and maintained safely.
- Follow appropriate hygiene and infection control procedures.

Organisation, Administration and Resources

- Assist the Site Manager with maintaining accurate records relating to inspections, maintenance, repairs and servicing.
- Monitor site maintenance supplies and report when stock needs replenishing.
- Assist with receiving deliveries and moving equipment around the school.
- Support energy efficiency initiatives and report any concerns regarding heating, lighting or water usage.
- Assist with preparing reports and updating site documentation as required.
- Use school resources responsibly and help ensure value for money.

School Events and Community Use

- Assist with preparing rooms and facilities for school events, examinations, parents' evenings and meetings.
- Support arrangements for external lettings and community use of the premises if required.
- Ensure facilities are ready for use and appropriately secured afterwards.
- Provide agreed out-of-hours support for school events and activities.

General Requirements

- Comply with all school policies, procedures and statutory requirements.
- Maintain confidentiality and professional boundaries at all times.
- Follow safeguarding procedures and report any concerns appropriately.
- Undertake relevant training and professional development.
- Be flexible to support the operational needs of the school, including occasional evening, weekend and holiday working where required.
- Undertake any other reasonable duties commensurate with the responsibilities and level of the role.