



**Mulgrave Primary School**

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Rectory Place, Woolwich, SE18 5DL | 0208 317 9211 | [www.mulgraveprimary.co.uk](http://www.mulgraveprimary.co.uk)

## Job Description

**Job Title:** Site Supervisor

**Reports to:** School Business Manager, Deputy Head, Headteacher

**Salary:** Scale 6

**Contract/Hours:** 32.5 - 35 hours per week, full time plus agreed occasional overtime  
7:00am-6:30pm (Split shift pattern)

Shift Pattern 1: 7am - 2.30pm

Shift Pattern 2: 11.30am - 6.30pm

### Purpose of the job:

To be responsible to the School Business Manager (or allocated member of the Senior Leadership Team) for undertaking caretaking, site supervision and portering duties to ensure the school premises are clean, secure, warm and safe for all users.

### General Responsibilities

- To liaise with the School Business Manager regarding the health and safety of the school site.
- To ensure the effective maintenance of the school buildings, grounds, and environment.
- To carry out routine maintenance, minor repairs, and DIY tasks (including toys and play equipment) within agreed levels of competence and training.
- To liaise and cooperate with contractors, utility providers, and emergency services, ensuring appropriate access arrangements and compliance with health, safety, and security procedures.
- To ensure the school site is kept clean, tidy, safe, and well maintained at all times included but not limited to daily perimeter checks
- To ensure compliance with all key school policies and procedures relevant to the Site Supervisor role, including finance procedures, health and safety regulations, safeguarding requirements, and site security.

### Specifically

- To carry out the day-to-day maintenance, minor repairs, and cleaning of the school premises.
- To assist with ordering, delivery, receipt, and safe storage of materials and equipment via the school office, in line with school procurement procedures.
- To undertake routine grounds maintenance to ensure the upkeep of gardens, grassed and amenity areas, equipment, and site services, operating machinery and equipment.



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- To ensure the school site is kept clean, safe, secure, and in a good state of repair, and is adequately stocked with required supplies.
- To carry out regular checks and inspections of the premises, equipment, and grounds, maintaining accurate manual and computerised records where appropriate.
- To monitor maintenance requests, ensuring day-to-day tasks and minor works are completed as promptly as possible and actions are recorded in a timely manner.
- To assist in maintaining accurate inventories of school equipment, tools, and plant.
- To attend and contribute to premises or site team meetings as required.
- To carry out daily perimeter and security checks to ensure the site remains safe and secure.

### Health, Safety and Security

- To maintain the school site in a safe and healthy condition, ensuring the appropriate maintenance, testing, and monitoring of fire safety systems, emergency equipment, and the safe storage of hazardous substances in line with COSHH regulations.
- To manage and monitor the safe daily movement of vehicles, deliveries, and other transport on and off the school site.
- To take appropriate action to provide safe access to the school premises in adverse weather conditions, including snow, ice, or flooding.
- To have a thorough working knowledge of the location and operation of water stopcocks, gas shut-off valves, and main electricity isolation points.
- To report any lost, damaged, or stolen property promptly to the Senior Leadership Team and ensure accurate records are maintained.
- Carry out regular Portable Appliance Testing (PAT) on all electrical equipment to ensure compliance with health and safety regulations and maintain a safe environment for pupils, staff, and visitors.
- To ensure all duties are carried out in compliance with the Health and Safety at Work Act, nationally and locally agreed Codes of Practice, and the school's Health & Safety policies and procedures.
- To be aware of all out-of-hours activities, lettings, and events, and to arrange the opening, closing, heating, lighting, and availability of equipment as required to support the smooth operation of school functions and external lettings.
- To carry out and accurately record statutory and routine checks, including weekly testing of fire alarm call points and intruder alarms, and regular testing of emergency

lighting, sprinklers, and water systems in line with regulatory requirements.



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- To ensure the school site is secure at all times, including locking doors, windows, and gates; setting security alarms; and ensuring gas and electrical systems are safely shut down at the end of the day.
- To open and lock up the school as required during term time, school closure periods, and on an ad hoc basis in line with operational needs.
- To ensure that essential equipment, systems, and access arrangements required for the effective operation of the site (including keys, key safes, and door access codes) are securely managed, maintained, and centrally organised.

### **General Site Duties**

- To take and accurately record energy and utility meter readings on a monthly basis, in line with school procedures.
- To ensure the school premises are kept clean, tidy, and conducive to learning, including litter picking, collection and disposal of refuse (including clinical waste), checking toilets daily and replenishing consumable supplies as required.
- To carry out emergency cleaning duties when necessary, including dealing with spillages or bodily fluids, in accordance with health, safety, and hygiene procedures.
- To prepare halls and other rooms for assemblies, meetings, and events, and to clear and reset these areas afterwards.
- To ensure all tools, equipment, and cleaning products are stored securely and are not accessible to pupils, and that hygiene standards and regulations are met at all times.
- To provide a portering and furniture-moving service as required to support school activities, ensuring entrances and circulation areas remain clear, safe, and welcoming.
- To ensure that deliveries received on site are checked and distributed to the appropriate areas or staff in a timely manner.
- To replace light bulbs, fluorescent tubes, and starter switches as required, and to ensure light fittings and shades are cleaned regularly.
- To maintain all external areas of the school site in a clean, tidy, and safe condition. ●

To undertake minor window cleaning duties where appropriate.

- To promote and safeguard the welfare of children and young people with whom the

post holder comes into contact, in line with the school's safeguarding policies.



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- To promote the Council's Equal Opportunities policies, Environmental Strategy, and the school's ethos within the scope of the role.
- To carry out all duties with due regard to the Health and Safety at Work legislation and relevant school policies and procedures.
- To cover for other Site Supervisor during periods of leave or absence.
- To undertake any other reasonable duties commensurate with the level of responsibility of the post, as directed by the School Business Manager or Senior Leadership Team.

This Job Description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Employee Signature \_\_\_\_\_ Date\_\_\_\_\_Headteacher**

**Signature \_\_\_\_\_ Date\_\_\_\_\_**