



HORSFORTH SCHOOL

Job Title: Site Superintendent

Responsible to: Site Manager

Hours: Fulltime

Pay Band: CI £22,183 - £24,491 per annum

Purpose of job

Under the instruction/guidance of appropriate senior staff provide maintenance and security services on school sites and premises

Main Responsibilities:

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency out of hours access to the school site, including responding to intruder and fire alarms (rota)
- Carry out various maintenance duties to ensure the general upkeep and maintenance of the premises e.g. redecorating, fixing, minor plumbing, basic joinery etc.
- To organise and carry out improvement work e.g. erecting shelves, notice boards
- To maintain all sports surfaces, grounds, landscaped areas to a high standard including cricket, football, rugby, hard surfaces and artificial pitch. Duties will include grass cutting (ride on tractor), maintaining pathways and paved areas.
- Emergency snow clearance
- Cover of occasional weekend lettings (approx. one Sat and Sun every 5 weeks)
- To support the preventative planned maintenance programme
- Operation and maintenance of heating plant and lighting system
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning task
- Coordinate deliveries to the school site
- Liaise with contractors
- Support energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies

- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff & visitors at all times
- Demonstrate and assist in the safe and effective use of specialist equipment/material
- Porter duties e.g. delivering mail, moving furniture and equipment
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support other
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Driving School Minibus
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- To undertake any other duties that are commensurate with the post

The post-holder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Leadership Team.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

The school has a no smoking/vaping policy.

Notes

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.