



THE WENSLEYDALE SCHOOL  
& SIXTH FORM  
LEYBURN

## **Job Description: Academic Year 2025-26**

<b>Post Holder:</b>	TBA
<b>Premises/Site role:</b>	<b>Site Supervisor</b>
<b>Grade:</b>	NYG-E
<b>Responsible to:</b>	Deputy Headteacher
<b>Hours of Work:</b>	TTO +2 weeks -37 hours per week

**Job Purpose:** To play a key role in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Business Manager/Headteacher to ensure a secure, safe and hygienic environment for all building users.  
To organise and direct all premises staff, ensuring high standards of cleanliness within the school

### **Operational Issues:**

- To ensure the security of the building and site, undertaking daily security checks,
- Act as a designated key holder, providing response to emergency calls.
- Locking and unlocking of buildings at pre-determined times
- To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.
- Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site
- To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings
- To assist with cleaning duties as required
- Collect and assemble waste for collection
- To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies.
- To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
- To undertake the operation and periodic checking of the fire alarm system
- To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment.
- Arrange emergency repairs and deal with problems as they arise

### **Communications:**

- Communicate effectively with other members of staff within the school.
- Liaise with contractors on the site and check clearances

### **Buildings and Infrastructure:**

- Line Manages the cleaning and caretaking staff within the school, including recruitment, induction, training, coordination of work and performance management

- To participate in the training and development and performance management processes within the school
- Order, stock control and store cleaning and caretaking equipment and products safely and securely
- Carry out inspections on buildings to identify faults/hazards
- Supervise the work of contractors on site
- Handles small amounts of petty cash for purchasing materials to carry out repairs

**Safeguarding:**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

**Systems and information:**

- To fulfil the necessary administrative tasks associated with the responsibilities of the post.

**Health and Safety:**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately