



NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Site Supervisor
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Salary/Working Pattern	<p>37 hours per week, Full-Time / Full-Year. Salary Scale: £19,264 - £21,269 per annum. See further details information for hours of work. Starting at: £19,264 p.a.</p> <p style="text-align: center;">In Addition: Available to work additional hours during term time for late night lock ups i.e. Parents Evenings, Open Evenings etc.</p>
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Purpose of the Job	To contribute to teaching and learning in the school by taking responsibility (under the direction of the Premises Manager) for general maintenance/security of the school premises, working in accordance with any currently applicable schedules.
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Responsible To	Director of Business Responds to Premises Coordinator
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Responsible For	N/a
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	Medium
	Degree of Responsibility for Children	Low

Conditions of Employment	<p>The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's</p>
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Purpose of Role/Performance Measure:

This is a position within the school's premises team and involves providing a general maintenance/ locking-up service for the school.

- The school premises, to include buildings and grounds, are kept safe and well maintained and are available for use by staff, students and visitors
- The school and grounds present a pleasing image to staff, students and visitors
- The school is locked up/unlocked securely daily.

Primary Responsibilities:

- Securely unlocking and opening up the school site at the agreed times and in line with current protocols daily. To response to any immediate issues.
- To securely lock up the premises during school holiday and at other times, on an adhoc basis.
- To be available to work beyond normal working hours to cover events such as parents' evenings, open evenings, school performances etc.
- To provide a parcel delivery service across the site.
- To complete a daily bin round, emptying all the bins on site and picking up litter.
- On a weekly basis, to perform a routine check on the school vehicles, against a standard checklist and to report any defects to the Premises Coordinator.
- To take responsibility for flushing out water outlets on a weekly/routine basis.
- To carry out general repairs and maintenance duties.
- To endeavour to remove graffiti on the day it appears.
- To set up for events i.e. Exams, Assemblies.
- To mark the lines for sports games at various times throughout the year i.e. tennis, rounders, football etc. using the appropriate equipment.
- To cover roles of other members of the team as appropriate
- Driving school vehicles as required.
- To support with exam invigilation during periods of examinations (full training to be provided).

teaching

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.