



## **JOB DESCRIPTION**

<b>DEPARTMENT:</b>	<b>Premises</b>
<b>DESIGNATION:</b>	<b>Senior Site Supervisor</b>
<b>POST RESPONSIBLE TO:</b>	<b>Line Manager for Estates</b>
<b>POST GRADE</b>	<b>LEVEL 5 POINT 15 - 19</b>

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### **JOB DESCRIPTION**

**Responsible For:** Caretaking Team

**Hours:** 8:00am-4:00pm

**Date:** 17 November 2025

#### **1. Job Purpose**

The Senior Site Supervisor will contribute to the effective management, safety, security, and high-quality presentation of the College estate. The post holder will have responsibility for leading and coordinating the caretaking team, ensuring delivery of a responsive and professional service.

A core aspect of the role is to liaise with the Estates Consultant on matters related to compliance, planned maintenance, asset management, and estate development projects, ensuring that all statutory and operational standards are met across the College.

The role covers the main site, four satellite sites, and school grounds and will involve participation in a rotating shift pattern.

#### **2. Key Responsibilities**

##### **2.1 Leadership and Team Management**

- Provide daily leadership, direction, and support to the caretaking team.
- Plan and record both the planned and reactive work that the Site team will be required to undertake on a daily basis.
- Allocate tasks, oversee workflows, and monitor performance to ensure effective service delivery.
- Promote a positive, customer-focused approach, modelling professionalism at all times.
- Assist in induction, training, and ongoing development of caretaking staff.
- Follow / establish systems to ensure smooth operation of the site team.

## **2.2 Liaison with Estates Consultant**

- Liaise routinely with the Estates Consultant on planned and reactive maintenance, statutory compliance matters / cycles, statutory inspections, and estate improvement projects.
- Provide accurate information, records, and updates as required.
- Support the implementation of planned preventative maintenance schedules and compliance programmes.

## **2.3 Site Operations and Maintenance**

- To include responsibility for ordering and maintaining stocks or items required for reactive repairs.
- Oversee the security of buildings, including key-holding responsibilities, intruder alarm checks, and opening/closing procedures.
- Ensure efficient functioning of heating, lighting, and essential building systems across all sites.
- Maintain high standards of cleanliness and presentation in areas not covered by external cleaning contracts.
- Ensure that appropriate arrangements are in place for non-routine or emergency cleaning to be carried out.
- Ensure that gardening and grounds-maintenance tasks are completed as required, either directly or through appropriate coordination.

## **2.4 Health, Safety, and Compliance**

- Ensure the PPMs (Planned Preventative Maintenance) schedule is adhered to and appropriately recorded.
- Promote safe working practices and ensure adherence to college health and safety procedures.
- Support routine safety checks, including fire alarm testing, evacuation procedures, and site inspections.
- Report hazards, defects, and concerns promptly to the Estates Consultant.

## **2.5 Contractor and External Services Coordination**

- Act as an on-site contact for contractors, ensuring compliance with college expectations, safeguarding requirements, and health and safety regulations.
- Oversee and support the work of security patrol staff where required.
- Monitor the quality and completion of contracted works.

## **2.6 Logistics, Transport, and Event Support**

- Receive, distribute, and relocate deliveries, furniture, and equipment across all sites.
- Assist with internal moves, event preparations, and site set-ups.
- Drive the school mini-bus when required and oversee the upkeep and readiness of the school vehicles.
- Support school events including the coordination of car parking arrangements.

## **2.7 Working Hours and Flexibility**

- Provide occasional cover for weekend lettings, Saturday openings, and evening activities as required.
- Annual leave to be taken ideally during school opening and closure times; term-time leave only with prior agreement.

## **3. Safeguarding Responsibilities**

The college is committed to safeguarding and promoting the welfare of children and young people.

The post holder is expected to:

- Adhere to all safeguarding policies and procedures.
- Attend relevant training and refresher sessions as required.
- Report any safeguarding concerns promptly in line with College procedures.

## **4. General Responsibilities**

- Undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the line manager or headteacher.
- Contribute to the ethos, values, and overall aims of the college.
- Maintain confidentiality at all times in line with college policy and GDPR requirements.

## **5. Additional Information**

This job description reflects the core activities of the post and is subject to periodic review. The post holder may be required to undertake additional duties consistent with the overall purpose of the post.

## **6. Qualifications**

NEBOSH or IOSH is desirable as is any other related construction training certification, computer skills also an advantage