



# Maryport Church of England Primary School

**Post Title: Site Supervisor**

**Responsible To: Headteacher**

**Grade: OP5 £25,989 per annum pro rata**

Part time position – 15 hours per week

## **Job Purpose**

To be responsible for the effective supervision, security and operation of the premises.

## **Key Tasks**

1. Cleaning duties in specific areas of the school.
2. Security of premises and key holding.
3. Replacing (to a safe height) electric lamps and tubes.
4. Porterage duties.
5. Laying out, clearing and stacking furniture.
6. General handyperson duties.
7. Making arrangements and preparing for lettings and other after hours use as and when decided by the Head and Governing Body – subject to reasonable notice being given.
8. Emergency maintenance outside normal office hours.
9. Reporting defects to responsible person.
10. Regular gas/electricity meter readings.
11. Regular fire safety testing and recording/checklists.
12. Cleaning and general maintenance of external areas.
13. Treatment of pathways and steps with salt, grit and sand during periods of ice and snow.
14. Clearing of drains and gulleys.



## Maryport Church of England Primary School

15. Checking of emergency exit doors.
16. External inspection of buildings from ground level, looking for early warning of problems with rainwater spouts etc.
17. Building maintenance tasks
  - a) Checking (to a safe height) spouts and downspouts
  - b) Clearing outlets on single story flat roofs where there is internal access
  - c) Minor maintenance of site fencing
18. Minor painting and decorating.
19. Available for duty and accepting responsibility during periods when contractors and suppliers need to be on site – subject to reasonable notice being given.
20. Monitoring standards of internal cleanliness of buildings by reference to cleaning specification; reporting unacceptable cleaning standards to the Headteacher.
21. Other duties in support of the school as decided by the Headteacher.

Signed

Date

Signed (headteacher)

Date



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CUMBRIA COUNTY COUNCIL

EDUCATION SERVICE

PERSONNEL SPECIFICATION

POST TITLE: Janitor/Caretaker

UNIT:

SCALE:

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications / training / competences</b>	<ul style="list-style-type: none"><li>• Willingness to undertake induction training</li><li>• Cleaning and support services NVQ Level 1 OR equivalent experience or equivalent qualification. Or willingness to train to achieve these.</li></ul>	
<b>Relevant experience</b>	<ul style="list-style-type: none"><li>• Handyperson or DIY skills</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures.</li><li>• Willingness to learn Health &amp; Safety procedures and precautions.</li><li>• Willingness to learn COSHH regulations.</li><li>• Awareness of health &amp; hygiene procedures.</li><li>• Knowledge of moving and handling procedures.</li><li>• Ability to work as part of a team.</li><li>• Willingness to use relevant equipment.</li><li>• Ability to relate well to children and adults.</li><li>• Willingness to gain knowledge of</li></ul>	



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cleaning procedures required to  
meet specified cleaning standards.