



JOB DESCRIPTION

School	OUR LADY OF LOURDES RC PRIMARY SCHOOL
Job Title	SITE SUPERVISOR
Grade	GRADE 4 32.5 HRS/ALL YEAR
Primary Purpose of the Job	To ensure that all school facilities are in excellent and safe condition with the highest possible standards of cleanliness for use by pupils, staff and visitors.
Responsible to	School Business Manager/ Headteacher
Responsible for	N/A
Principal Responsibilities	To carry out routine maintenance and basic repairs during working hours, monitor major works during school holidays. Be required to manage the work of contractors on site and monitor services provided externally, such as cleaning and grounds maintenance. Commitment and attention to detail are required in order to maintain high standards of cleanliness in a busy and crowded environment.

MAIN DUTIES

- Carry out repairs and minor building works.
- Opening and closing of the school building at times determined by the Governing Body, including ensuring that the fire and intruder alarm system are fully operational.
- Monitoring the standard of work of contractors who provide services to the school, e.g. cleaning, grounds maintenance and building maintenance contractors.
- Ensuring the efficient and optimum operation of the school's heating system, including carrying out simple maintenance and arranging for the system to be overhauled and repaired by the appropriate engineers as required.
- Cleaning duties including litter, spot and emergency cleaning which may be necessary to maintain hygienic standards.
- Ensuring sufficient stocks of essential janitorial materials and maintained e.g. soap, paper towels, toilet rolls, light bulbs etc.
- Convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary.
- Movement of furniture and equipment around school.
- Removal of debris and leaves from traps, downspouts, waste pipes etc. and ensuring that drains and manholes are clean and operational.
- Ensuring that waste pipes to all lavatory basins and sinks are cleared and clean;
- Monitoring the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the school day and during holiday periods.
- Ensuring the safe storage of any flammable/toxic substances on site other than those in laboratories or workshops;
- Checking fire equipment, test fire alarm sounders weekly and take part in any fire drill.

At regular intervals:

- Check all fire fighting equipment in school is maintained in operational condition.
- Sweep and clear car park areas to ensure they are always kept free from glass and other hazardous debris.
- During the colder months to ensure carpark, walkways and playground are clear of snow and ice.
- Clear litter or debris from all school grounds.
- Remove graffiti whenever it appears.

- Maintain grounds and shrubs, beds and tubs not covered by the grounds maintenance contract.
- Clean light fittings/shades.
- Other duties of general site management that may be reasonably requested by the Business Manager or Head Teacher to meet the needs of the school.
- This is not an exhaustive list of responsibilities and related duties and may be amended at the discretion of the school to meet the needs of the school.

General Responsibilities

- To actively promote the respect of customs, practices and reasonable ambitions of other people that may differ from one's own.
- To be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Take a lead in organisation and participation in regular meetings
- Recognise own strengths and areas of expertise and use to advise and support others

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated 30/01/2026

Job Description prepared by LA/SallyAnn Andrew

PERSON SPECIFICATION



School OUR LADY OF LOURDES RC PRIMARY SCHOOL

Job Title SITE SUPERVISOR

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	Skills and Knowledge	
1.1	Able to work on own initiative as well as a member of a team	Application Form/Interview
1.2	Adaptable and self-motivated	Application Form/Interview
1.3	Well organised	Application Form/Interview
1.4	Able to prioritise tasks	Application Form/Interview
1.5	Literate and numerate	Application Form/Interview
1.6	Articulate and communicative	Application Form/Interview
1.7	Work constructively as part of a team, understanding school roles and your own position within these	Application Form/Interview
1.8	Awareness of Health & Safety Issues and ability to carry out minor repairs to the fabric and fittings of the building	Application Form/Interview
1.8	Customer Care - To continually review, develop and improve systems, processes and services in support of the council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.	Application Form/Interview
1.9	Promoting equality and diversity - To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the council's work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities.	Application Form/Interview
1.10	Developing Self and Others - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.	Application Form/Interview
1.11	Responding to Civil Contingencies - Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work. N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account.	Application Form/Interview

2. Experience/Qualifications/Training etc	
Wide general maintenance experience Experience of working in a public environment	Application Form/Interview Application Form/Interview
3. Work Related Circumstances	
Willingness to work in the evening and at weekend as required	Application Form & Interview
Ability to cope with physical demands of the job e.g. lifting, carrying	Application Form & Interview
Good health record – good timekeeping	Application Form & Interview
Able to work in a busy school environment and relate effectively with children and adults	Application Form & Interview
The ability to promote the school's commitment to safeguarding children.	Application Form & Interview
Suitability to work with children	Application Form & Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
Relating to the Health and Safety at Work Act;	Application Form/Interview
Experience of implementing directives the Health & Safety at Work Act in a working environment;	Application Form/Interview
Relating to Fire Precautions, Regulations and appropriate safety procedures;	Application Form/Interview
Experience of implementing of Fire regulations in a working environment;	Application Form/Interview
Evidence of practical application of journey/plumbing/building skills in a working environment;	Application Form/Interview
Building trade experience in a specific area;	Application Form/Interview
A flexible approach to maintenance and cleaning type tasks;	Application Form/Interview
Experience of caretaking or similar role in a school environment or other large organisation.	Application Form/Interview

Note to Applicants: **Please try to show in your application form, how best you meet these requirements**

Date Person Specification prepared/updated

30/01/2026

Person Specification prepared by

LA/SallyAnn Andrew