



## 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*

<b>Job Title</b>	Site Supervisor	
<b>Salary/Working Pattern</b>	<p><b>20 hours per week, Full-Year.</b>  <b>Salary Scale: £19,264 - £21,269 pro rata, per annum.</b>  <b>Pay award pending</b></p> <p><b>Actual starting salary £11,942 per annum.</b>  <b>Hours of Work: 3pm – 7pm Monday to Friday.</b>  <b>Pay award pending</b></p> <p>Available to work additional hours during term time for late night lock ups i.e. Parents Evenings, Open Evenings etc.</p>	
<b>Purpose of the Job</b>	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.	
<b>Responsible To</b>	<p>Director of Business</p> <p>Responds to Premises Coordinator</p>	
<b>Responsible For</b>	N/a	
<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>Medium</b>
	<b>Degree of Responsibility for Children</b>	<b>Low</b>
<b>Conditions of Employment</b>	<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 teaching</p>	

### **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 securely daily

### **Primary Responsibilities:**

- Securely locking up the school site at the agreed times and in line with current protocols daily.
- 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.
- 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 Manager.
- 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. Parent's Evening, Exams, Assemblies.
- 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).

### **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.