

Newfield Primary School
Site Supervisor Pack
May 2026

Information about the Selection Process

Post advertised on the school website: 04/05/2026

Post advertised in the Brent Bulletin: 04/05/2026

Closing dates for applications: 22/05/26 at 3.00 p.m.

Interviews: week beginning: 08/06/2026

Reference and online checks will be part of the selection process.

Our Vision

- ❖ To nurture **AMBITION** in our children by ensuring that all pupils have a sense of **BELONGING** in a learning community where they are empowered to **ACHIEVE the very best that they can**.
- ❖ For staff, pupils, parents, governors and the community to show **RESPECT** for each other. We aim to be a cohesive school knitted together with **KINDNESS**.
- ❖ To provide an engaging, stimulating and challenging curriculum to overcome barriers to learning so that all pupils can experience **ENJOYMENT** and **RESILIENCE** for life-long learning.
- ❖ To create a culture of **TOLERANCE** where the beliefs, thoughts and ideas of all members of the school community are respected.

School Values

We uphold and promote British values through our core school values of:

Achievement

Ambition

Belonging

Enjoyment

Kindness

Resilience

Respect

Tolerance



Newfield Primary School

Longstone Avenue, Willesden, London, NW10 3UD
Telephone: 020 8961 1566.
Web address: www.newfield.brent.sch.uk
e-mail: slt@newfield.brent.sch.uk

4th May 2026

Dear Applicant

Thank you for your interest in the position of Site Supervisor at Newfield Primary School.

The role of the Site Supervisor is:

- to take responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school.
- to operate as part of the management team, involved in planning and budget responsibilities.
- to manage and oversee external contractors working on site
- to lead on discrete areas within an agreed system of supervision

You will need to be trustworthy and reliable; to have experience in site supervision, maintenance, security and caretaking work and to have good spoken and written English.

The Site Supervisor working hours are 37.5 hours per week, Monday to Friday during term time, with more flexible hours during school holidays. These hours will be discussed at the interview stage of the process. This is a 52 week a year post, fixed term for one year. Some holidays there may be extensive projects which will require you to be present for much of the time and other holidays there will be less to do. You may also need to be on call for emergencies such as alarm activations.

The school does not currently have any lettings outside of school hours, but this situation could change in the future.

Please read the Person Specification and the Job Description included in this pack. They will help you to decide if you have the necessary skills to apply for the post.

At Newfield we are committed to safeguarding pupils. As a part of our safer recruitment procedures, all newly appointed staff will be expected to undertake a DBS check. We may also contact your referees for references before the interview stage of the process. We will also carry out online checks.


If you feel Newfield is the school with the right professional challenges for you, please do apply. If you would like to visit the school please telephone the school office to make an appointment.

Yours sincerely

Ms S. Bolt

Headteacher

Job Description

| | | |
|---|--------------------------------|--------------------------------------|
|  | Job Title | Site Supervisor |
| | School | Newfield Primary School |
| | Location | Longstone Avenue, NW10 3UD |
| | Grade | Scale 6 |
| | Reports to | School Business Manager, Headteacher |
| | Staffing Responsibility | N/A |
| | Restricted | No |

1. Job Purpose:

(Summary of the overall purpose of the job)

- To take responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school.
- To operate as part of the management team, involved in planning and budget responsibilities.
- To manage and oversee external contractors working on site
- To lead on discrete areas within an agreed system of supervision
- To contribute to the overall ethos, work and aims of the school

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient)).

- Manage maintenance, security and facilities systems on school sites and premises including:
 - Locking and unlocking school buildings and areas
 - undertaking risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson;
 - arranging for regular security checks to be undertaken and advise on how security risks can be minimised;
 - managing fire safety equipment provision and scheduling of fire drills;
 - managing provision of alarm systems, CCTV or surveillance equipment where appropriate and monitoring equipment as required;
 - operating and responding to alarm systems where appropriate
 - make arrangements for the effective response to emergency call-out;
 - ensuring emergency access to the school site

- liaising with police, security and surveillance contractors.
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures.
- Manage and supervise lettings including premises, lettings and associated income, building and projects etc.
- Carry out a preventative planned maintenance programme of the buildings, fixtures, fittings, furniture, premises and grounds to maintain safe and satisfactory conditions.
- Undertake regular site inspections of the buildings, fixtures, fittings, furniture, premises and grounds to:
 - identify and record repair and maintenance requirements;
 - assess minor work or repairs required to maintain safe and satisfactory conditions; and
 - carry out appropriate repairs.
- Manage specialist premises functions, including:
 - arranging service and maintenance tenders;
 - managing routine maintenance, repair schedules and specialist repairs;
 - budget monitoring & prepare costed plans for repairs/maintenance and building activities as required
 - identification of defects and recording of repair and maintenance requirements;
 - ensuring that heating and lighting systems are maintained and operated;
 - oversight and monitoring of the electrical testing of portable electrical appliances and maintaining the appropriate records;
 - undertaking emergency and specialist cleaning tasks, including graffiti removal and litter-picking;
 - collecting and assembling waste for collection;
 - coordinate deliveries to the school site.
- Organise and carry out minor improvement work as agreed with the Head-teacher, for example, minor decoration programmes, erecting shelves, notice boards, bookshelves etc.
- Commission the maintenance and upkeep of specialist sports equipment.
- Liaise with contractors, monitor and report on performance and associated budgets, and undertake the client-side role in connection with premises related contracts. Monitor performance of contracts and record performance against specified standards.
- Liaise with the school meals service contractors in relation to their use of the site and provision of their service where appropriate.
- Supervise maintenance contractors and undertake regular site inspections.
- Manage resources including:
 - management of a budget and regular audit of resources;
 - selection of suitable equipment;
 - ensuring the maintenance/quality/safety of specialist equipment;
 - co-ordinating the delivery and distribution of supplies to the school site

- timely and accurate design, preparation and use specialist resources and materials; and
 - safe and effective use, by postholder, other employees and contractor staff, of specialist equipment and materials including demonstrating and assisting in their safe and effective use.
 - Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required, and coordinate the delivery and distribution of supplies to the school site.
- Monitor the cleaning of the school by an external company; liaise with the cleaning staff on site and the management and supervisors of the cleaning company.
 - Ensure that the highest standards of cleanliness are maintained within the school building and on the school site undertaking daily, weekly and monthly cleaning tasks as specified in the Site Supervisor's schedule.
 - Ensure that sanitiser, toilet paper, soap and tissues are always well stocked and are checked daily.
 - Oversee the regular collection of sanitary, sharps, swabs & dressings and nappy bins.
 - Take a lead role in the planning, development and organisation of the school's systems, procedures and policies.
 - Undertake portering duties, including delivering mail, moving furniture and equipment.
 - Advise the Headteacher on matters relating to energy control and conservation within the school premises.
 - Maintain records, information and data, and produce analysis and reports as directed.
 - Treat all users of the school with courtesy and consideration and contribute to a welcoming school environment which supports equal opportunities for all.
 - Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
 - Contribute to the overall ethos, work and aims of the school.
 - Attend relevant meetings and participate in training and other learning activities and programmes as required.
 - Appreciate and support the role of other professionals, and establish constructive relationships and communicate with contractors and other agencies and professionals.
 - Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
 - Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

PERSON SPECIFICATION FORM

POST TITLE:

Site Supervisor

SCHOOL:

Newfield Primary School

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The short-listing criteria are indicated by asterisk in the application form column. Short-listing for interview will be based solely on whether the candidate indicates on their application form that they meet these Short-listing Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

| | | METHOD OF ASSESSMENT | | |
|-----------|---|----------------------|-----------|------|
| | | APPLICATION FORM | INTERVIEW | TEST |
| 1. | ABILITIES | | | |
| (a) | Ability to relate well to children and adults. | * | * | |
| (b) | Ability to organise, lead and motivate a team. | * | * | * |
| | | | | |
| 2. | SKILLS | | | |
| (a) | Caretaking, cleaning and/or facilities management experience in a school or similar environment, including management/supervisory experience. | * | | |
| (b) | A range of "handyperson" skills which can be utilised in premises maintenance and security. | * | | * |
| (c) | Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and school premises users. | | * | |
| | | | | |
| 3. | KNOWLEDGE | | | |
| (a) | Knowledge of health and safety procedures and precautions and COSHH regulations. | * | * | * |
| (b) | Knowledge of moving and handling procedures. | * | * | |
| (c) | Awareness of health and hygiene procedures. | * | * | |
| (d) | Full working knowledge of relevant polices/codes of practice/legislation | * | * | |
| | | | | |
| 4. | EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST | | | |
| (a) | N/SVQ Level 4, NHD, degree in relevant discipline, or equivalent experience or equivalent qualification. | * | | |
| (b) | Good literacy and numeracy skills to Level 2. | * | | |
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| | | METHOD OF ASSESSMENT | | |
|-----------|--|----------------------|-----------|------|
| | | APPLICATION FORM | INTERVIEW | TEST |
| 5. | EQUAL OPPORTUNITIES RELEVANT TO THE POST <i>(mandatory)</i> | | | |
| | Understanding of, and commitment to, the Council's Equal Opportunities policy. | * | * | |
| | | | | |
| 6. | CUSTOMER CARE RELEVANT TO THE POST <i>(mandatory)</i> | | | |
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