

# **Building Services Supervisor**

## **Job Description**

### **Grade: GR2**

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

- 1.1 To be responsible for the management of the overall provision of custodial, janitorial and cleaning services at the school.
- 1.2 To be responsible for the management of the repairs and maintenance of the school site

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

- 2.1 Be responsible for the efficient and effective running of the site including organising grounds maintenance
- 2.2 To manage building projects within agreed tolerances as set by the Governing Board and the Headteacher and in consultation with the Office Manager, i.e. obtaining quotations, determining timing of work and costs within the parameters of the School Improvement Plan
- 2.3 Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls
- 2.4 To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors and the Office Manager to ensure access to appropriate cleaning areas
- 2.5 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift

- 2.6 Where applicable in consultation with the Office Manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 2.7 Where applicable in consultation with the Office Manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 2.8 To be involved in the appointment of Shift Assistants where appropriate, including implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open
- 2.9 To supervise Shift Assistants where appropriate and allocate their work and ensure that work is completed in accordance with the specification
- 2.10 Ensure correct completion and submission of time sheets
- 2.11 Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance
- 2.12 To be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- 2.13 Carry out general portering duties for the establishment, within health and safety guidelines
- 2.14 Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.15 Ensure toilets are adequately stocked with toilet requisites
- 2.16 Regular checks to ensure fire alarms and all fire fighting equipment are in working order
- 2.17 Make main pathways safe after snow/frost by cleaning/salting as appropriate

- 2.18 Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable
- 2.19 To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. governing board, teaching staff, hirers, centre managers of recreation and community services department and contractor's representatives)
- 2.20 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, that are within a working height of 11 feet.
- 2.21 Keep drain grids clean and free from debris and other litter on a daily basis
- 2.22 Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency
- 2.23 Ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements
- 2.24 Where shift systems are not in operation to carry out lettings in accordance with the Hire of Rooms Regulations, and in accordance with the lettings agreement circulated on 25.1.79 and to be in attendance on site during the course of the letting, giving appropriate assistance to the hirer, and ensuring that lettings are conducted in an orderly manner. An additional payment is made for lettings.
- 2.25 To facilitate use of the site for polling purposes, for which extra payment for additional duties may be claimed
- 2.26 Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works
- 2.27 Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.

- 2.28 To be responsible for the collection of litter from grassed and landscaped areas
- 2.29 To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log
- 2.30 To liaise with the Headteacher/Office Manager regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs and maintenance and building projects
- 2.31 To adhere to the ethos of the school
  - 2.31.1 To promote the agreed vision and aims of the school
  - 2.31.2 To set an example of personal integrity and professionalism
  - 2.31.3 Attendance at appropriate staff meetings and parent's evenings
  - 2.31.4 Such other duties as may be commensurate with the grade and nature of the job

### 3. Supervision Received

Supervising Officer's Job Title: \_\_\_\_\_

- 3.1 Level of supervision:
  - 1. ~~Regularly supervised with work checked by supervisor~~
  - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
  - 3. ~~Plan own work to ensure the meeting of defined objectives~~

### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

## 5. Special Conditions

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience	<ul style="list-style-type: none"> <li>*General maintenance of both indoor and outdoor areas.</li> <li>*Managing own workload to ensure all tasks are completed in a timely fashion</li> <li>*Obtaining quotes for work to ensure best value</li> <li>*Prioritising work under pressure to ensure the highest standards of safety</li> <li>*Compliance with health and safety procedures and checks</li> </ul>	AF / I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> <li>* Intermediate DIY skills</li> <li>* Ability to keep clear, methodical and regular records and the skills to take responsibility for the</li> </ul>	AF/I/T

	<p>paperwork and record keeping element of the position</p> <p>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p> <p>*A trustworthy, 'can do' attitude.</p> <p>*Commitment and loyalty to the school</p> <p>* Working to a deadline or in a tight timeframe</p> <p>*High standards of cleaning using appropriate products and tools</p> <p>*Personable and approachable when interacting with staff, children, parents and other stakeholders</p> <p>*A respect for confidentiality</p>	
<b>Training</b>	An induction will be undertaken and training provided for the right candidate.	
<b>Other</b>	Willingness to work 7am – 9am and 3pm – 6pm daily in term time is essential. Some flexibility to this in school holidays.	I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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