



**Washwood Heath
Multi Academy Trust**

Respect Collaboration Aspiration

JOB DESCRIPTION

JOB TITLE: **Mobile Building Services Supervisor**

Location: Mobile role – supporting multiple school sites across the Trust

Salary: GR2

Responsible to Estates & Facilities Co-ordinator

Core Purpose

To provide flexible, high-quality Estates and Facilities support across multiple academy sites. Ensuring that school environments are safe, secure, clean and well maintained, supporting the effective delivery of education to our young people. The post holder will respond to site needs, emergencies and planned maintenance tasks as directed and also supply cover for Site staff who are absent.

Duties and Responsibilities

1. Maintaining the security of the sites, vehicles and equipment contained within it, including monitoring of the internal/external CCTV systems. This may involve the issue and/or receipt of keys to enable out of hours access to contractors.
2. Act as a key holder for the building you are covering at. Ensuring that the school is opened in time to commence the school day and secured at the end of the day.

3. Ensuring the premises and grounds are kept clean and safe for teachers, pupils, staff and visitors.
4. To monitor contractors working on site, and telephone liaison.
5. To carry out general repairs and janitorial/ cleaning duties.
6. To carry out improvements to the building fabric and fittings as directed by the Site Manager.
7. To be responsible for secure issue and receipt of keys to external users.
8. To carry out urgent operational work, of varying nature, on the premises and grounds as directed by Estates & Facilities Coordinator.
9. To assist with the movement throughout the school of furniture, other heavy items and parcels/deliveries as part of the school portage service.
10. Under the direction of the Estates & Facilities Coordinator, to provide building access in the event of important school calendar items such as Open Evening, Governors meetings, celebration evenings etc.
11. To be available to work across all sites within the Trust as required (Prior notice will be given).
12. To undertake any additional duties commensurate with the grade of post.

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the ethos of the school.

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| 2.34.1 | To promote the agreed vision and aims of the school. |
| 2.34.2 | To set an example of personal integrity and professionalism. |
| 2.34.3 | Attendance at appropriate staff meetings and parents evenings. |
| 2.34.4 | To support the duty teams with undertaking duties as and when required |

Line Manager

Responsible to Estates and Facilities Co-ordinator

**OBSERVANCE OF THE ACADEMY'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Signed: _____ (Post-holder)

Signed: _____ (Head of Academy)

Date: _____