



**HALL GREEN SCHOOL**  
**JOB DESCRIPTION**  
**POST: ASSISTANT BUILDING SERVICES SUPERVISOR**

<b>Post Title</b>	Assistant Building Services Supervisor
<b>Purpose</b>	To assist the Site Manager to provide a clean, safe and secure environment for users of the school buildings and grounds
<b>Reporting to</b>	Site Manager
<b>Core tasks and responsibilities:</b>	
<ul style="list-style-type: none"><li>• Security of the school's buildings and grounds, specific responsibility for opening and closing and securing the school overnight, typically working rotational shift pattern 1-week early opening, 1-week closing.</li><li>• Deputise for the Site Manager when required and during holiday time.</li><li>• General portage duties including movement of furniture and equipment within the school.</li><li>• Handyperson duties which may include minor repairs to furniture and fixtures, non-specialist decorating tasks and plumbing.</li><li>• Daily and periodic cleaning of designated areas of the school buildings and grounds.</li><li>• Have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the Site Manager in the full range of caretaker duties and anywhere in the school if required.</li><li>• Carry out daily statutory checks such as legionella, fire extinguishers, call points etc.</li><li>• Carry out work that may need to be done out of doors such as repairs, and security checks in inclement weather.</li><li>• Laundry duties on a daily basis including provision for DT, PE, School Kitchen, SEND, Science, Staff wash rooms, Art and any other occasional needs.</li><li>• During evenings and weekends be expected, by mutual agreement with the Site Manager, to share attendance with others, for out of hours events.</li></ul>	
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"><li>• To work consistently to uphold the school's mission statement.</li><li>• To follow all school policies.</li><li>• To work in a cooperative and polite manner with staff and all other Stakeholders.</li><li>• To work with students in a courteous, positive, caring and responsible manner at all times.</li><li>• To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised.</li><li>• To take an active part in the school's commitment to the development of staff and the appraisal procedure.</li><li>• To work with visitors to school in a way that upholds the school's reputation.</li><li>• To seek to improve the quality of the service the school provides.</li><li>• To present oneself in a professional way that is consistent with the values and expectations of the school.</li><li>• To carry out, in good grace, any other duty deemed reasonable by the Headteacher.</li><li>• The postholder will support the break and lunch duty supervision programme, ensuring a safe and orderly environment for students during unstructured times.</li></ul>
The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	