

## Job Description

### Building Services Manager Special (JDPS subject to review under BCC Equal Pay Programme)

Job Details	
<b>Grade</b>	(Grade B, subject to evaluation under BCC Equal Pay Programme)
<b>Job Evaluation Number</b>	TBC
<b>Directorate</b>	Children and Families
<b>Division</b>	Schools

#### 1.0 Portfolio Responsibilities

This job provides oversight and management of security, janitorial and cleaning services at the school including associated staff. It manages the repairs and maintenance of the school site(s) to ensure a safe and functional environment. It involves overseeing the day-to-day operation of the pool to ensure safe and effective use. It also monitors and coordinates external contractors to ensure all services are completed efficiently and to required standards. It supports split and/or federated sites as required.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

##### Site and Staff Management

- Managing the efficient day-to-day running of the site coordinating the site team to ensure adequate staffing arrangements during operational hours, which may include organisation of rotas, authorisation of timesheets and management of overtime.
- Undertaking small and medium-scale building renovations using practical trade skills such as carpentry, basic plumbing and decorating, ensuring safe, compliant, cost-effective work with minimal disruption.
- Coordinating general portorage duties within Health and Safety guidelines
- Working with Senior Leaders to oversee the management of catering, cleaning and grounds maintenance on site, which may involve direct management of teams or oversight of contractual arrangements as appropriate.
- Managing building and maintenance projects within agreed budgets and tolerances in line with the School Improvement Plan, obtaining quotations, scheduling works and controlling costs.
- Maintaining appropriate materials and equipment on site, ensuring that all equipment receives

necessary repair and maintenance

- Supporting the recruitment and development of site staff, including delivering on-site training in line with agreed methods and equipment

#### Specialist School Premises Management

- Maintaining specialist equipment and managing service contracts for hoists, height-adjustable changing beds, sensory rooms, hydrotherapy areas, soft play rooms and medical spaces.
- Ensuring robust perimeter and internal security systems are in place to support pupils who may abscond or require controlled movement around the site.
- Overseeing day-to-day hydrotherapy pool operations, ensuring a safe, clean and fully functional environment for pupils, staff and authorised users.
- Ensuring the pool environment meets complex physical, sensory and medical needs, including temperature regulation, safe access and appropriate equipment.
- Managing water quality and plant operations, including filtration, circulation, heating, chemical dosing systems and conducting and recording routine water testing in line with PWTAG guidance.
- Responding promptly to water quality issues, taking corrective action, closing the pool where necessary, and ensuring safe chemical storage, handling, and use in line with COSHH.
- Ensuring COSHH compliance while giving additional consideration to pupils with sensory sensitivities or medical vulnerabilities.
- Demonstrating initiative, problem-solving and adaptability in a dynamic SEN environment, with appreciation as to how premises management supports pupil safety, dignity, and wellbeing.

#### Security and Safety

- Ensuring the security of the site, holding keys and performing building checks outside school hours, including operating security alarms and responding as the first point of contact for out-of-hours calls
- Ensuring the building is opened at the commencement of the morning shift and secured at the end of the evening shift, including allocating and receiving keys from contractors and liaising with cleaning contractors and Senior staff to ensure access as required.
- Managing health and safety on the premises, including maintaining logs of safety issues, the fire safety log and the emergency lighting log
- Inspecting the building for vandalism or break-ins when opened at the start of the morning shift
- Checking regularly that fire alarms, fire-fighting equipment, CCTV and shutters are in full working order
- Ensuring the standards of Control of Substances Hazardous to Health (COSHH) are adhered to in all relevant tasks
- Ensuring that all site maintenance work is completed in full compliance with Health and Safety at Work requirements, particularly Working at Height regulations

Building and Grounds Maintenance	
<ul style="list-style-type: none"> <li>• Managing repairs and general maintenance within the delegated budget, ensuring that areas requiring attention do not pose a danger to occupants or compromise building security, in full compliance with Health and Safety regulations</li> <li>• Managing the maintenance all internal fixtures, including changing light bulbs and clocks, ensuring all fittings remain safe, operational and compliant with current legislation and guidance.</li> <li>• Managing the maintenance of external areas including steps, playgrounds, access routes, drain grids and waste receptacles to ensure the site is safe and clean at all times, including during snow or frost.</li> <li>• Managing litter across the site to maintain a clean and safe environment.</li> <li>• Organising grounds maintenance as required.</li> <li>• Managing regular electrical testing in accordance with regulatory requirements.</li> <li>• Ensuring the stocking and maintenance of toilet facilities to required cleanliness and hygiene standards.</li> <li>• Carrying out minor repairs and maintenance to buildings and grounds within the scope of the role, including flushing hot and cold-water systems after holiday periods to reduce contamination risks</li> <li>• Ensuring cleaning duties are carried out in line with the Work Studied Specification to maintain a clean, safe and welcoming environment.</li> <li>• Managing the security, safety and cleanliness of critical areas such as boiler houses, plant rooms, storage facilities and external site areas, reporting any concerns promptly to Senior Leadership.</li> </ul>	
Liaison and Lettings	
<ul style="list-style-type: none"> <li>• Liaising with users of the building to facilitate additional or non-standard usage outside usual educational hours, including Governing Body members, teaching staff, hirers, centre managers and contractor representatives</li> <li>• Facilitating lettings of the building in accordance with the Hire of Rooms Regulations, being present on site during the letting to assist hirers and ensure orderly conduct and supporting the site's use for polling purposes as required</li> <li>• Liaising regularly with Senior Management, at least once per half term, regarding Health and Safety issues, ongoing repairs, meter readings, maintenance and building projects</li> </ul>	
<b>Special Conditions</b>	
Is Safeguarding Check needed?	DBS Enhanced Adults and Children

**Person Specification**

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold GCSEs or equivalent in English and Maths at grade C/4 or above.
Qualifications	AF/Q	Hold an appropriate Building Services qualification or equivalent demonstrable experience.
Experience	AF/I	Have experience in overseeing premises, facilities or site, including maintenance, cleaning or security.
Experience	AF/I	Have experience in manual handling and basic maintenance and repair.
Skills	AF/I	Be proficient in using Microsoft Office applications and management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016).
Skills	AF/I	Have good written and verbal communication skills for engaging with diverse stakeholders.
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to work calmly under pressure.
Competency	AF/I	Have good organisational skills, with the ability to prioritise workload and manage competing deadlines with minimal supervision.
Competency	AF/I	Be able to both work independently and work well as part of a team.
Competency	AF/I	Demonstrate awareness of safe pool operations, application of water testing, chemical handling and plant room procedures in line with statutory guidance.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including Health and Safety, COSHH and risk assessments.

Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.
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All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

### Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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