



JOB DESCRIPTION – Building Services Supervisor

Employee Name:
Date:
Job Title: Building Services Supervisor
Grade: GRADE A
Line Management: Site Manager
Performance Manager: Site Manager
Hours per week: 36.5 hours - All year-round contract.
Daily hours: Working hours will be based around a two-shift pattern to cover the school's opening hours of 7.00am - 6.00pm therefore flexibility will be required. A split shift may be required on occasion to cover staff absence.

1.0	JOB PURPOSE:	
	1.1	To assist the Site Manager in the full range of caretaker duties within the school as required by operational needs. Ensuring a clean, safe and secure environment is provided for users of the school buildings and grounds.
2.0	DUTIES AND RESPONSIBILITIES:	
	2.2.1	Assist the Site Manager with the security of the site and checks of the building outside of school hours, including responding to out of hours alarm activations.
	2.2.2	On a rota basis, open the building at the commencement of the morning shift and secure it at the end of the afternoon shift.
	2.2.3	Ensure the building has been checked for vandalism and break-ins when opening at the commencement of the morning shift.
	2.2.4	Deputise for the Site Manager during absence (holidays, sickness) which may involve working a split shift.
	2.2.5	Assist the Site Manager in the regular checks to ensure fire alarms and all firefighting equipment are in working order
	2.2.6	Supervise cleaners when appropriate, allocating work and ensure that work is completed in accordance with the specification.
	2.2.7	Carry out general portering duties including movement of deliveries, furniture and equipment within the school, within health and safety guidelines
	2.2.8	Ensure equipment is kept in good repair and report any damage or faults to the Site Manager
	2.2.9	Ensure that appropriate materials and equipment are on site and report to site manager when stock is low including toilet requisites.
	2.2.10	Ensure all tools and cleaning materials are not accessible to occupants when in use and are locked away when not in use.
	2.2.11	To be responsible for the collection of litter from the grounds including grassed and landscaped areas
	2.2.12	To be responsible in ensuring all outside steps, playgrounds and approaches are kept in a clean condition and all waste bins are emptied daily
	2.2.13	To be responsible in making main pathways safe after snow/frost by cleaning/salting as appropriate
	2.2.14	Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work.
	2.2.15	Changing light bulbs and ensuring clocks are maintained, that are within a working height of 11 feet.
	2.2.16	Keep drain grids clean and free from debris and other litter on a daily basis
	2.2.17	Operation of the school's heating plant, reporting any obvious deficiencies to the Site Manager as a matter of urgency.
	2.2.18	Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building, reporting issues and actions to the Site Manger and entering onto a log book.



	2.2.19	Under the direction of the Site Manager, carry out minor repairs, maintenance and decorating tasks to the buildings/grounds which are within the post holder's capability and with observance of Health and Safety at Work requirements.
	2.2.20	Complete work from the site job book and respond to urgent issues as and when they arise.
	2.2.21	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.
	2.2.22	Some of the work may need to be done out of doors such as repairs, and security checks in wet weather
	2.2.23	If the school premises are extensively used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the Site Manager to share with others attendance during lettings for which additional payments will be made in accordance with agreed rates.
	2.2.24	Flexibility in working hours in accordance with the needs of the school
To adhere to the ethos of the school		
	2.3.1	To promote the agreed vision and aims of the school
	2.3.2	To set an example of personal integrity and professionalism
	2.3.3	Attendance at appropriate staff meetings within working hours
	2.3.4	Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school
Performance Management		
	2.4	To participate in appropriate professional development. Adhere to the principle of performance management.
Safeguarding and Data Protection		
	2.5.1	Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
	2.5.2	Adhere to the school's data protection policy.
	2.5.3	Ensure sensitive or confidential information concerning pupils, parents, staff and school business are not discussed inappropriately or with unauthorized people.
Health & Safety		
	2.6.1	Ensure that all work carried out by themselves or those they supervise is completed with due observance to Health and Safety at Work requirements.
Special Conditions of employment		
	2.7.5	This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered.
Supervision Received		
	3.1	Supervising Officer's Job Title: Site Manager
	3.2	Level of Supervision: Left to work with establishment guidelines subject to scrutiny by supervisor

Review and Amendment

- This job description is subject to annual review.
- It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.



Job Description issued by the Headteacher

Signed: _____ Headteacher Date: _____

Signed: _____ Post Holder Date: _____



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