Birmingham City Council

Job Description

Business Services Manager (Mainstream)

(JDPS subject to review under BCC Equal Pay Programme)

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

1.0 Portfolio Responsibilities

This job provides oversight and management of security, janitorial and cleaning services at the school and with associated staff. It manages the repairs and maintenance of the school site to ensure a safe and functional environment. It involves monitoring and coordinating the work of external contractors to guarantee that all services are completed efficiently and to required standards. It supports split and/or federated sites as required, with a focus on promoting sustainability and reducing environmental impacts across site operations.

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, as required.
- Coordinating general porterage duties within Health and Safety guidelines.
- Working with Senior Leaders to oversee the management of staff such as, catering, cleaning, contractors and grounds maintenance on site, which may involve direct management of teams or

oversight of contractual arrangements as required.

- Managing building and maintenance projects within agreed budgets and tolerances in line with the School Improvement Plan, obtaining quotations, scheduling works and controlling costs if required.
- Maintaining appropriate materials and equipment on site, ensuring that all equipment receives necessary repair and maintenance, as required.
- Overseeing site deliveries, ensuring timely receipt, safe handling and accurate record-keeping in line with procedures.
- Liaising regularly with Senior Management, at least once per half term, regarding Health and Safety issues, ongoing repairs, meter readings, maintenance and building projects.
- Supporting the recruitment and development of site staff, including delivering on-site training in line with agreed methods and equipment, as required.
- Prepare and present reports for governors on health and safety matters, compliance, risk management and capital projects, as required.
- Drive sustainability initiatives across the site(s), focusing on reducing carbon emissions, improving energy efficiency and promoting environmentally responsible practices.

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, such as maintaining logs for statutory compliance testing, the fire safety log, the emergency lighting log, asbestos management and risk assessments.
- Supporting the management of all statutory compliance testing across the school site to ensure regulatory requirements are met.
- 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
- Supporting the coordination of fire drills, lockdown procedures and perimeter checks to maintain site safety and security.
- Ensuring the standards of Control of Substances Hazardous to Health (COSHH) are adhered to in all relevant tasks
- Monitoring morning and afternoon road activity to ensure the safe and efficient movement of vehicles and pedestrians, as required.
- Ensuring that the school minibus meets legal safety standards, is serviced in line with mileage

schedules and remains clean, safe, and fit for passenger transport, as required.

- 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

- 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, as required.
- 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.
- 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.
- Managing litter across the site to maintain a clean and safe environment.
- Organising grounds maintenance as required.
- Managing regular electrical testing in accordance with regulatory requirements.
- Supplying meter readings and maintaining accurate records.
- Organising regular electrical testing in accordance with regulatory requirements.
- Ensuring the stocking and maintenance of toilet facilities to required cleanliness and hygiene standards.
- Carrying out minor repairs and maintenance to buildings and grounds within the scope of the role, including regular flush tests, flushing hot and cold-water systems after holiday periods to reduce contamination risks
- Ensuring cleaning duties and whole school waste management are carried out in line with the Work Studied Specification to maintain a clean, safe and welcoming environment, as required.
- 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.
- Ensuring that the school minibus meets legal safety standards, is serviced in line with mileage schedules and remains clean, safe, and fit for passenger transport, as and if required.
- Monitoring and maintaining a school swimming pool to ensure safety, cleanliness and compliance with regulations, as and if required.

Liaison and Lettings

- 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
- Facilitating lettings of the building as required, in accordance with the Hire of Rooms Regulations, being present on site during the letting to assist hirers and ensure orderly conduct, such as

supporting the site's use for polling purposes.

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Have GCSE in English and Maths or equivalent demonstrable literacy and numeracy.
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.
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.

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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