

## Job Description

### Building Services Supervisor

(JDPS subject to review under BCC Equal Pay Programme)

| Job Details                  |                                                                |
|------------------------------|----------------------------------------------------------------|
| <b>Grade</b>                 | (Grade A, 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 supervision of the school site, ensuring it is safe, secure and efficiently maintained. It has a focus on promoting sustainability and reducing environmental impacts across site operations. It involves managing repairs and maintenance, cleaning and security. It coordinates building projects as required. It supports the smooth running of the premises and facilitates and additional uses of the building outside normal hours. It also supervises and coordinates site staff and contractors as required.

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

##### Site Supervision and Maintenance

- Supervising and supporting the efficient and effective operation of the site, ensuring adequate staffing arrangements are in place when the building is open.
- Supporting building and maintenance projects which may include obtaining quotations, scheduling works and controlling costs in line with agreed budgets, as required.
- Ensuring that appropriate materials and equipment are available on site and that all equipment is properly maintained and repaired as required.
- Overseeing site deliveries, ensuring timely receipt, safe handling and accurate record-keeping in line with procedures.
- Managing the delivery and safe storage of consumables, as required.
- Carrying out repairs and general maintenance, ensuring that areas requiring attention do not pose

a danger to occupants or compromise building security, in full compliance with Health and Safety regulations.

- Ensuring statutory tests are scheduled, completed, recorded and any repairs addressed.
- Carrying out general portorage duties within Health and Safety guidelines.
- Supporting in the appointment and supervision of Site Assistants where appropriate, overseeing rotas and timesheets as required.
- Supporting sustainability initiatives across the site(s), focusing on reducing carbon emissions, improving energy efficiency and promoting environmentally responsible practices.

#### Security, Safety and Access

- Ensuring the security of the site, including conducting checks outside of school hours, operating security alarm systems and acting as a first point of contact for out-of-hours security calls as required.
- Ensuring the building is opened at the start of the morning shift and securely locked at the end of the evening shift, including issuing and receiving keys to and from contractors as required and liaising with cleaning contractors and the Bursar / Business Manager to ensure access to designated cleaning areas.
- Checking the site at the start of the day for any signs of vandalism, break-ins or security breaches.
- Assisting with health and safety for the premises, including keeping a log of safety issues and maintaining the fire safety log, the emergency lighting log, asbestos management and risk assessments.
- Assisting with statutory testing and regular checks to confirm that fire alarms, sprinkler systems and all firefighting equipment are in full working order.
- Supporting the coordination of fire drills, lockdown procedures and perimeter checks to maintain site safety and security.
- Acting or supporting as Duty Holder, ensuring health and safety compliance, risk management and adherence to statutory requirements, as required.
- Operating heating plant, reading of utilities, ordering fuel as required and reporting any obvious deficiencies in the heating system urgently.
- Ensuring that all work carried out by themselves or those they supervise, as set out in this job description, complies with appropriate Health and Safety at Work requirements.
- Contributing to regular site reviews and liaison with senior leaders regarding health and safety matters, ongoing repairs and maintenance and building projects.
- Monitoring morning and afternoon road activity to ensure the safe and efficient movement of vehicles and pedestrians, as required.
- Supporting the maintenance and safe use of the school minibus, including servicing, cleanliness, and driving for trips as required.

#### Building and Grounds Maintenance

- Carrying out minor repairs and maintenance to buildings and grounds within the post holder's capability, excluding major building works, including liaising with external contractors and tradespeople.
- Changing light bulbs, fluorescent tubes and maintaining clocks within legislation guidance.
- Keeping drain grids clean and free from debris and litter daily.
- Making main pathways safe during periods of snow or frost by clearing and salting as appropriate.
- Undertaking individually defined cleaning duties as set out in the Work Studied Specification, where applicable.
- Carrying out general portering duties for the establishment in accordance with health and safety guidelines.
- Ensuring all external steps, playgrounds and access routes are kept clean and safe and that all wastepaper receptacles are emptied daily.
- Ensuring toilets are adequately always stocked with appropriate sanitary requisites.
- Collecting litter from grassed and landscaped areas to maintain a clean and safe environment.
- Ensuring, where appropriate, 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.
- Monitoring and maintaining a school swimming pool to ensure safety, cleanliness and compliance with regulations, as required.
- Supporting the care and hygiene of any school pets and enclosures, as required.

#### Liaison and Lettings

- Supervising arrangements for lettings, in accordance with the Hire of Rooms Regulations and lettings agreements, attending the site during lettings as required (additional payments may apply), providing assistance to hirers and ensuring orderly conduct, as required.
- Facilitating the use of the site for polling purposes (additional payment for duties may apply), as required.

#### 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 | Hold GCSE in English and Maths or equivalent demonstrable literacy and numeracy.                                                                              |
| Experience     | AF/I | Have experience in supervising premises, facilities or site, including maintenance, cleaning or security or equivalent demonstrable experience.               |
| 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 staff , pupils and contractors.                                                           |
| Skills         | AF/I | Be proficient in using Microsoft Office applications.                                                                                                         |
| 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 to meet agreed deadlines.                                                            |
| 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 site security, site maintenance , Health and Safety and fire safety. |
| 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.

Record and report any concerns or incidents.