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| JOB DESCRIPTION |
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| **Job Title:** | Building Services Supervisor (Caretaker)  |
| **Division:** | Facilities |
| **No of Posts:** | 2 |  |  |
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| **1.0** | **JOB PURPOSE:** |
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|  | **1.1** | To assist the Deputy Head Estates (DHE) to provide a clean, safe and secure environment for users of the school buildings and grounds  |
|  | **1.2** | To assist the DHE in dealing with minor projects, repairs and maintenance of the School site  |
|  | **1.3** | To assist in monitoring the work of external contractors on site  |
| **2.0** | **Duties and responsibilities** |
|  | **2.1** | General  |
|  |  | **2.1.1** | Security of the school’s building and grounds  |
|  |  | **2.1.2** | Share key holder duties with the DHE, including call-out duties due to out of hours alarm operations  |
|  |  | **2.1.3** | Operation of the school’s heating plant  |
|  |  | **2.1.4** | General porterage duties including movement of furniture and equipment within the school |
|  |  | **2.1.5** | Handyperson duties which may include minor projects, repairs and maintenance to furniture and fixtures and non-specialist decorating tasks  |
|  |  | **2.1.6** | Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work  |
|  | **2.2** | Specific  |
|  |  | **2.2.1** | The post holder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the DHE in the full range of caretaker duties and anywhere in the school if required by operational needs  |
|  |  | **2.2.2** | Some of the work may need to be done out of doors such as repairs, maintenance (including at the fields) and security checks in wet weather  |
|  |  | **2.2.3** | If the school premises are extensively used during evenings and weekends for school activities and by outside hirers, the post holder will be expected to share with others attendance during lettings and contractor work  |
|  | **2.3** | 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  |
|  | **2.4** | To ensure all tasks are carried out with due regard to Health and Safety  |
|  | **2.5** | To undertake appropriate professional development including adhering to the principle of performance management  |
|  | **2.6** | To adhere to the ethos of the school  |
|  |  | 2.6.1 | To promote the agreed vision and aims of the school  |
|  |  | 2.6.2 | To set an example of personal integrity and professionalism  |
|  |  | 2.6.3 | Attendance at appropriate staff meetings and parents’ evenings  |
|  | **2.7** | Any other duties as commensurate within the grade in order to ensure the smooth running of the school  |
| **OBSERVANCE OF THE CITY COUNCIL’S** **EQUAL APPORTUNITIES POLICY WILL BE REQUIRED**  |
| **3.0** | **SPECIAL CONDITIONS**  |
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|  | **3.1** | The post holder will be required to work evenings and weekends as necessary  |