



Job Advert – Building Services Supervisor

Position: Building Services Supervisor

Location: Whitehouse Common Primary School

Contract Type: Full-Time – Permanent – Whole year

Hours: 36.5 hours, Monday, Tuesday, Wednesday, Friday - 11am to 6pm (6.50 hours) Thursday - 7:30am to 6pm (10 hours)

Salary: Grade A. Point 3 £24,796 FTE to Point 11 £28,142 FTE

Closing Date: 9am on Monday 11th May 2026

Interview Dates: Week commencing 18th May 2026

Start Date: As soon as possible

Are you a practical, reliable and proactive professional looking for a rewarding role within a school community? Do you take pride in maintaining a safe, welcoming and well-maintained environment for children, staff and visitors?

Whitehouse Common Primary School is seeking to appoint a Building Services Supervisor to take responsibility for the effective day-to-day management, maintenance and security of our school site.

At Whitehouse Common, we adopt a nurturing and family-centred approach to school life. You will join a friendly, supportive team who value professionalism, teamwork and high standards. Our philosophy is that every child matters, and the school environment plays a crucial role in supporting pupils' learning, wellbeing and safety.

The successful candidate will:

- Be responsible for the efficient and effective running of the school site, including buildings, grounds and security
- Oversee repairs, maintenance and minor works, ensuring the premises are safe, secure and fit for purpose
- Manage health and safety compliance, including fire safety checks, risk awareness and maintaining safety logs
- Operate and monitor heating systems, pool plant (where applicable), water safety and other mechanical systems
- Ensure the premises are opened and secured appropriately each day, including out-of-hours call-outs when required
- Liaise professionally with contractors, staff, external hirers and visitors
- Undertake portage, minor repairs and grounds maintenance, working safely within guidelines
- Support the School Business Manager with site issues, projects and compliance requirements

We are looking for someone who:

- Has experience in caretaking, building maintenance or site supervision
- Has a good understanding of health and safety and safe working practices
- Is organised, reliable and able to work independently
- Has good communication and interpersonal skills
- Demonstrates flexibility and a positive, can-do attitude
- Takes pride in maintaining a safe, clean and welcoming school environment
- Is willing to undertake relevant training, including health & safety or pool plant operation (where applicable)



A relevant trade background (e.g. plumbing, electrical or carpentry) and a full driving licence are desirable.

In return, we can offer:

- A supportive team and a welcoming school community
- A varied and practical role where your contribution genuinely makes a difference
- Opportunities for relevant training and professional development
- A school committed to staff wellbeing, equality, diversity and inclusion

A copy of the application form, job description and person specification are available on the school website www.whitehousecommon.bham.sch.uk.

Visits to the school are encouraged and can be arranged by contacting the school via email hr@whitehousecommon.bham.sch.uk.

If you would like an informal discussion about the role please contact Mrs Prosser-Davies, School Business Manager on 0121 464 1918.

Please email your completed application form to hr@whitehousecommon.bham.sch.uk by 9am on Monday 11th May 2026.

Whitehouse Common Primary School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We encourage all applicants to review our [Safeguarding and Child Protection policy](#), which outlines our commitment to the safety and well-being of students.

The successful candidate will be subject to all necessary pre-employment checks, including:

- Enhanced DBS.
- Prohibition check.
- Childcare Disqualification (where applicable).
- Qualifications (where applicable).
- Medical fitness.
- Identity and right to work.

You will be required to submit your birth certificate as part of the identity checks.

References

All applicants will be required to provide two suitable references.

Short-Listed applicants

An online search will also be carried out as part of due diligence on all short-listed candidates.

Rehabilitation of Offenders

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information about filtering offences can be found in the DBS filtering guide.

Immigration Act 2016

This post is covered by Part 7 of the Immigration Act (2016) therefore the ability to speak fluent and spoken English is essential requirement for this role.