

## **Building Services Supervisor**

### **Job Description**

#### **Grade: GRA**

#### **Point 3 £24,796 FTE to Point 11 £28,142 FTE**

#### **1. Job Purpose**

- 1.1 To be responsible for the management of the overall provision of custodial, janitorial and cleaning services at the school.
- 1.2 To be responsible for the management of the repairs and maintenance of the school site

#### **2. Key Responsibilities**

- 2.1 Be responsible for the efficient and effective running of the site including organising grounds maintenance
- 2.2 Carry out statutory health and safety checks in line with legislation and school procedures, and accurately record all checks, defects and actions using the school's compliance software. Promptly report and follow up actions to ensure ongoing compliance.
- 2.3 To manage building projects within agreed tolerances as set by the Governing Body and the Headteacher and in consultation with the School Business Manager, i.e. obtaining quotations, determining timing of work and costs within the parameters of the School Improvement Plan
- 2.4 Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls
- 2.5 To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors and the School Business Manager to ensure access to appropriate cleaning areas
- 2.6 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the school day
- 2.7 Where applicable in consultation with the School Business Manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 2.8 Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance

- 2.9 Ensure that all appropriate materials, chemicals, testing kits, and maintenance equipment required for the safe operation of the swimming pool are available on site at all times. Undertake and record daily water quality testing and ensure that all pool plant, testing equipment, and associated systems are correctly inspected, repaired, calibrated, and maintained in accordance with manufacturer's instructions and relevant safety standards.
- 2.10 To be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- 2.11 Carry out general portering duties for the establishment, within health and safety guidelines
- 2.12 Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.13 Ensure toilets are adequately stocked with toilet requisites
- 2.14 Regular checks to ensure fire alarms and all fire fighting equipment are in working order
- 2.15 Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.16 Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable
- 2.17 To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. governing body, teaching staff, hirers)
- 2.18 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, that are within a working height of 11 feet.
- 2.19 Keep drain grids clean and free from debris and other litter on a daily basis
- 2.20 Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency
- 2.21 Ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements
- 2.22 To facilitate use of the site for polling purposes, for which extra payment for additional duties may be claimed
- 2.23 Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works
- 2.24 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.

- 2.25 To be responsible for the collection of litter from grassed and landscaped areas
- 2.26 To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log
- 2.27 To liaise with the School Business Manager regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs and maintenance and building projects
- 2.28 To adhere to the ethos of the school
  - 2.28.1 To promote the agreed vision and aims of the school
  - 2.28.2 To set an example of personal integrity and professionalism
  - 2.28.3 Attendance at appropriate staff meetings and parents evenings
- 2.29 Such other duties as may be commensurate with the grade and nature of the job
- 2.30 Undertake relevant training relating to the role such as a Swimming Pool Plant Operators Course.

**3. Supervision Received**

Supervising Officer's Job Title: School Business Manager

- 3.1 Level of supervision:
  - 1. ~~Regularly supervised with work checked by supervisor~~
  - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
  - 3. ~~Plan own work to ensure the meeting of defined objectives~~

**4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

**5. Special Conditions**

- 5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/ Qualifications</b> NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> <li>• Basic literacy</li> <li>• Basic numeracy</li> <li>• IT skills</li> <li>• Qualification in health and safety</li> <li>• Up-to-date health and safety training (e.g., manual handling, working at height)</li> </ul>	AF/C
<b>Experience</b> Relevant work and other experience	<ul style="list-style-type: none"> <li>• Demonstrates basic knowledge of building maintenance</li> <li>• Understanding of health and safety and safe working practices</li> <li>• Ability to organise work effectively</li> <li>• Previous experience in a caretaking role</li> <li>• Experience using power tools Possession of a transferable trade (e.g., plumbing, electrical, carpentry)</li> </ul>	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> <li>• Ability to carry out minor repairs and general maintenance tasks including grounds work</li> <li>• Basic IT skills (use of emails, Word and Excel)</li> <li>• Good communication skills and ability to work as part of a team</li> <li>• Ability to work independently and manage time effectively</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to follow written and verbal instructions</li> <li>• Flexible and adaptable to changing priorities</li> <li>• Demonstrates a helpful and positive attitude</li> <li>• Reliable and punctual.</li> <li>• Takes pride in maintaining a safe and welcoming school environment</li> <li>• An ability to fulfil all spoken aspects of the role with confidence using the English</li> </ul>	AF/I/T

	Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>	<ul style="list-style-type: none"><li>• Full Drivers Licence</li></ul>	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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***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 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 the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

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.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***