

BUILDING SUPERVISOR

JOB SPECIFICATION

To provide a service to the site consisting of security of premises, lighting, heating, cleaning, maintenance and operation of plant, portorage and handyman duties. To provide an efficient support service to the site users and community groups. Assist with administration of defined budges and premises related issues.

Security of the premises and its contents

1. To act as primary keyholder
2. Responsible for an effective level of security of buildings and grounds.
Liaise with security services and deal with alarm systems as appropriate.
3. Maintain a high level of security in rooms/areas with expensive equipment or resources.
4. Identify and record location of stopcocks for water, gas and electrical isolators.
5. Lock/unlock premises and check for vandalism/break-ins.
6. Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.
7. Safe custody of the keys of the premises, the allocation of keys and access fobs to other staff members (where appropriate).
8. Operate and monitor security camera system.
9. Liaise with emergency services in cases of break-ins, fires etc.
10. Attend after hour break in and vandalism incidents and ensure the premises are secure and cleaned at the earliest opportunity. Report incident to relevant authorities.
11. During normal working hours report any suspicious activity of persons immediately to the Headteacher to ensure a safe working environment for building users.
12. Report any suspicious illegal substance abuse and needle usage on the premises to the Headteacher.

Mechanical and Electrical Services

1. Efficient operation of the boiler/heating system ensuring value for money and energy conservation.
2. Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation where there are common services.
3. Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment.
4. Inspect and report any defects on firefighting equipment to authorised person.

Cleaning

- 1. The Building Supervisor is required to personally undertake the cleaning of a specified area.**
2. The Building Supervisor will carry out induction and refresher training of cleaning staff as required.
3. Cleaning of the premises except the accommodation used for school meals purposes.
4. Plan, control the work of cleaning staff to ensure that cleaning standards are met.
5. Plan periodic work in consultation with staff and other service users.
6. Recommend and implement changes in work procedures to improve economy, standards or ease of operation.
7. Monitor suitability and performance of materials and light equipment used for the cleaning tasks.
8. Ensure that all external hard areas and paths around the property are clean, tidy and free of litter.
9. Ensure that all external surface drains and gullies are free flowing and clean by removing obstructions up to 3.35m.
10. Ensure bins within the premises are washed and cleaned periodically.
11. Empty litter bins in the premises daily.
12. Provide an ongoing cleaning service to the premises to deal with spillages, flooding, midday toilet cleaning, litter or any cleaning problem associated with weather conditions.

- 13.Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
- 14.Clean external signs, lights covers and notices up to 3.35m.
- 15.Ensure that adequate supplies of materials and light equipment are requisitioned and maintained at appropriate levels within budget limits and that equipment is kept in good condition, used and stored correctly.
- 16.Clean non-electrical fittings on all portable heating and ventilation equipment.
- 17.Ensure that all defects in cleaning equipment are reported for repair to an accredited person.
- 18.Prepare the premises for after-school activities (where applicable), then clean and prepare the school for its normal use.
- 19.Direct and clean all internal fixed glass surfaces up to 3.35m using the appropriate equipment provided to ensure safe working conditions.
- 20.Ensure cleaning staff wear PPE and/or workwear as appropriate.
- 21.Ensure that the cleaning standards within the premises meet the standards set out in the Cleaning Specification.
- 22.Empty and clean playground rubbish bins periodically.
- 23.Where part of the school premises are used dually for the consumption of food and educational purposes the Building Supervisor will be responsible for the cleaning of the room (other staff being responsible for the removal of food debris and litter from the tables and room).
- 24.Inspect after contractors, reinstate room to required standard. Report any major problem to Headteacher.
- 25.Clear off snow from main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Salt as necessary.

Porterage

1. Receipt and transport of stores, materials and other goods including school milk that has been delivered to the premises and their distribution to and from appropriate points of storage.
2. Transport refuse to eurobins from agreed collection points.

Administration

1. Organise as authorised the employment of outside contractors or workmen using the Education Authority's criteria.
2. Complete all paperwork associated with the post and writing reports when required.
3. Maintain records of consumable stocks and inventory of equipment.
4. Ensure that defects in electrical floor equipment are reported to an authorised repair dealer and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely.
5. Supervision and management of Cleaning Staff and their work standards.
6. Ensure that all records in respect of staff attendance, holidays and absence are complete and authorized.
7. Ensure compliance with health and safety regulations and codes of practise in the provision of a safe and healthy working environment for all site users.
8. Develop and maintain suitable information systems appropriate to the post and needs of the site.
9. Advise headteacher when annual safety tests on electrical, PE and fire equipment is due.
10. Arrange fire and lock down drills with the Headteacher.
11. Ensure Pest Control Contract is operational (moles, rats, ants) as necessary.
12. Carry out Health & Safety checks.

General Duties

1. Arrange temporary signs in car parks and buildings as necessary.
2. Deal with lost property in accordance with agreed procedure.
3. To monitor all contractor's personnel on site and ensure that work is satisfactorily completed.
4. To identify and report any repairs, maintenance or replacements that require rectification.
5. Obtain estimates, as required, for repair and refurbishment contracts.

6. To carry out basic maintenance work following appropriate training.

These to include, but not exclusive: -

Plumbing – leaking taps

Joinery – boarding up broken windows

Painting/Decorating

Plastering to small areas

Reglazing to ground floor level

Electrical – make safe broken light switch/sockets/ plugs etc

Gas leaks – isolate/ turn off supply

Change electrical plug head, make up extension leads, relace faulty light bulbs/tubes/starters if competent do so.

DO NOT CARRY OUT ANY REPAIRS TO FUSE BOARDS

1. Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.
2. Check boiler temperatures daily.
3. Clean out boiler house/room to maintain good housekeeping standards.
4. To undertake any necessary courses or training as appropriate to the post.

To undertake any other duties and responsibilities as may be determined after negotiations between management, the post holder and appropriate trade unions.