**FIVE RIVERS MULTI ACADEMY TRUST**

**JOB DESCRIPTION / PERSON SPECIFICATION**

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| Post Title | **Building Supervisor** |
| Grade | **Grade 4** |
| Responsible to | Principal / Head of Estates and Facilities - FRMAT |
| Responsible for | Premises team |
| Purpose of job | To provide a service to the site consisting of security of premises, lighting, heating, cleaning, maintenance and operation of plant. Porterage and handy person duties, to provide an efficient support service to the site users and community groups. Assist with administration of defined budgets and premises related issues |
| Normal base of work | **Abbeyfield Primary Academy, Orphanage Road S3 9AN**  – however there may be some requirement to work from other Five Rivers Trust sites as appropriate. |
| Safeguarding statement | Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice. An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks. |

**JOB DESCRIPTION: Building Supervisor**

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| The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust’s policies and within the framework of the Education Act 2002 and the School Standards |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of the Academy / School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

# Security of premises

1. To act as primary key holder.
	1. Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
	2. Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
	3. Lock/unlock premises and check for vandalism/break-ins.
	4. Liaise with emergency services (eg Police. Fire Brigade, Education Officers) in cases of break-ins, fires etc.
	5. Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
	6. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
	7. Check operation of fire alarms, extinguishers (visual check), fire doors and emergency lights on a regular basis.
	8. Make safe gas, water and electric power when locking up.

## Cleaning tasks

1. Responsible for the day to day cleaning of a designated area of the building and site in conjunction with the relevant agreement.
2. To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
3. Responsible for the periodic stripping and resealing of hard surface floors.
4. Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
5. Remove graffiti from internal and/or external walls, windows etc., using appropriate cleaning equipment and materials.
6. Monitor and provide reports on cleaning standards and follow up.
7. Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
8. Transport refuse to bin/skip areas from agreed collection points.
9. Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
10. Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
11. Clear snow off main paths steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
12. To clean high/walls/internal windows.

## General duties

1. Responsible for effective supervision and co-ordination of assistant caretaker(s) to meet the needs of the establishment.
2. Provide induction training and continual guidance to familiarise any Assistant Caretakers with agreed procedures and working practices.
3. Provide line management to the cleaning team and monitor cleanliness within school.
4. To impart special skills and knowledge to other colleagues as appropriate.
5. Maintain close working relationship with the staff and liaise with establishment users as necessary.
6. Carry out porterage duties as required including receipt of goods and supplies.
7. Regularly check, unblock, and clear drains, manholes and gullies.
8. Set out/put away furniture and equipment for functions, meetings and exams.
9. Arrange temporary signs in car parks and buildings as necessary.
10. Deal with lost property in accordance with agreed procedure.
11. School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
12. Remove weeds from paths, steps and playground/yard edges.

## Administration

1. Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker.

2. Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.

3. Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.

4. Certification, completion of necessary time sheets, letting sheets, sickness/ absence records/holiday records and events diary.

5. Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.

6.\* Assist with control and administration of defined budget \* headings i.e. Maintenance, Grounds Maintenance, Cleaning and Utilities for the school site.

7.\* Assist with the development of school lettings programme. Liaise with relevant Education Officers and Council Agencies as necessary.

8. To monitor all energy and water services usage and to be aware of the spending under these budget headings and liaise with the bursar accordingly.

9.\* Responsible for obtaining equipment and supplies and ensuring sufficient and \* proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.

10. Accompany Clerical Staff with internal transfer of cash. Pay into bank school cash as required.

1. Buildings Supervisor to provide sickness/absence cover for Assistant Caretakers.
2. Assistant Caretaker to provide sickness/absence cover for the Building Supervisor where applicable.

## Maintenance

1. To monitor all contractors personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.

2. Maintain and refer to the Log Book for maintenance jobs to be undertaken.

3. To identify and report any repairs, maintenance or replacements that require rectification.

4.\* Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary.

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

6. To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.

7. To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures~ and fittings of the building, equipment and furniture.

i.e. General maintenance of building:-

Plumbing i e leaking taps

Joinery i.e. boarding up broken windows

Painting/Decorating

 Plastering to small areas.

 Reglazing to ground floor level.

Electrical i.e. make safe broken light switch/sockets/ plugs. Tape over or isolate from further use. Report repair at earliest opportunity.

Gas Leaks etc isolate, turn off gas supply Report repair at earliest opportunity

Others as necessary within the capabilities of the post holder.

8. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse. Make up extension leads. Check and replace faulty light bulbs, tubes and starters on a regular basis.

9. Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.

**DO NOT CARRY OUT ANY REPAIRS TO FUSE BOARDS.**

* Ensure power supply is switched off when working on any appliance.
* Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
* If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity

### THE ABOVE RELATES TO EDUCATION/SCHOOL PROPERTY ONLY

#### Boiler Room/Energy Conservation/Heating Systems

##### General duties

1. Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
2. Ensure boiler room, heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
3. Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary
4. Daily check of water temperatures and calorifiers.
5. Daily check of boiler temperatures and shut down procedures.
6. Clean out boiler houses / rooms, gas warm air heating cupboards.
7. Switch on/off electric fans and gas heaters.
8. Check and maintain boilers, update maintenance repair book.
9. Re-light pilot lights as necessary.

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

To undertake any necessary courses or training as appropriate for the post.

Site specific issues, duties and responsibilities add as required.

Driving duties (optional)

1. To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
2. Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc
3. Ensure minibus is kept in a clean and orderly condition.
4. To fuel minibus as required.
5. To deliver minibus for servicing and repairs.
6. To collect goods as required.

Ground maintenance duties (optional)

1. Weeding of flower beds, tubs, and prestige areas.

2. Weeding of shrub beds. Prune shrubs using appropriate equipment.

3. Grass cutting to small areas of grass, i.e. frontage of school or prestige areas.

**N.E. Ensure relevant advice is sought from Health and Safety section if considering use of mechanical/electrical appliances.**

**PUPIL SUPPORT OFFICER**

**PERSON SPECIFICATION**

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|  |  | **Essential**  | **Desirable** |
| Qualifications | Good standard of basic numeracy and literacy skills. | ☑ |  |
|  | Willingness to undertake induction training. | ☑ |  |
|  | Willingness to participate in ongoing training, in areas relevant to the role | ☑ |  |
| Experience | Handy person or DIY experience, and ability to carry out minor repairs | ☑ |  |
|  | Good practical skills | ☑ |  |
|  | Relevant work experience |  | ☑ |
|  | Understanding of the issues around health and safety, compliance, fire safety etc. | ☑ |  |
|  | Willingness to sometimes work unsocial hrs. | ☑ |  |
|  | Caretaking or site-keeper/site-supervisor in a school or similar environment. |  | ☑ |
| Knowledge | Knowledge of basic plumbing, joinery, decororating etc.  | ☑ |  |
|  | Working knowledge of health and safety procedures and regulations, e.g. COSHH |  | ☑ |
|  | Knowledge of moving and handling procedures, working at height and of cleaning procedures |  | ☑ |
|  | Knowledge of security systems as they apply to school buildings |  | ☑ |
|  | Able to use ICT systems such as online Risk assessments, email etc. | ☑ |  |
| Skills | DIY skills–able to carry out minor repairs. | ☑ |  |
|  | Ability to work as part of a team | ☑ |  |
|  | Ability to work in accordance with the school’s health and safety policies and the code of safe working practice for caretaking premises staff | ☑ |  |
|  | Good communication skills, written & verbal, and ability to liaise with staff at all levels | ☑ |  |
|  | Demonstrate initiative in suggestions for improving the school site & building | ☑ |  |
|  | Ability to create & maintain positive working relationships with contractors | ☑ |  |
|  | Ability to work to deadlines& to work on own initiative | ☑ |  |
|  | Ability to undertake general building maintenance | ☑ |  |
|  | Demonstrates a practical approach to problem solving | ☑ |  |
|  | Ability to respond calmly to emergencies | ☑ |  |
|  | Willingness to work unsocial hours | ☑ |  |
|  | Ability to manage work programmes | ☑ |  |
|  | Good time management and organisational skills | ☑ |  |
|  | Calm and patient under pressure yet able to meet deadlines | ☑ |  |
|  | Able to show high level of responsibility | ☑ |  |