



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	LYDGATE JUNIOR SCHOOL
POST TITLE	BUILDINGS OFFICER
ROLE PROFILE	EO3A
TOOLKIT JOB REF NUMBER	ToolkitJD-9g
GRADE	5 (inclusive of JWCs)
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
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. RESPONSIBLE FOR ADMINISTRATION OF DEFINED BUDGETS AND PREMISES RELATED ISSUES
RELEVANT QUALIFICATIONS AND EXPERIENCE	

JOB DESCRIPTION FOR POST OF:- BUILDINGS OFFICER

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and 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 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 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).
4. Lock/unlock premises and check for vandalism/break-ins.
5. Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
6. Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
7. 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.
8. Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
9. 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 litterbins, 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 the Premises Assistant and Cleaning Staff to meet the needs of the establishment.
2. Provide induction training and continual guidance to familiarise the Premises Assistant and Cleaning Staff with agreed procedures and working practices.
3. To impart special skills and knowledge to other colleagues as appropriate.
4. Carry out portage duties as required including receipt of goods and supplies.
5. Regularly check, unblock, and clean drains, manholes and gullies.

6. Set out/put away furniture and equipment for functions, meetings and exams.
7. Arrange temporary signs in car parks and buildings as necessary.
8. Deal with lost property in accordance with agreed procedure.
9. School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
10. Remove weeds from paths, steps and playground/yard edges. Undertake grounds maintenance including grass cutting and pruning to bushes and shrubs.

Administration

1. Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of the Premises Assistant and Cleaning Staff.
2. Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment.
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, 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. To monitor all energy and water services usage and to be aware of the spending under these budget headings.
7. 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.
8. If required accompany Administration Staff with internal transfer of cash. Pay into bank school cash as required.
11. The Buildings Officer will provide sickness/absence cover for the Premises Assistant and Cleaners were possible.
12. The Premises Officer will provide sickness/absence cover for the Building Officer 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 postholder.

8. Clean lights and light fittings. Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.
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 and gas warm air heating cupboards. Clean filters to all fan convector heaters at least once per year.
7. Switch on/off electric fans and portable/fixed gas heaters.
8. Regularly switch over pumps (e.g. weekly).
9. Check and maintain boilers, update, maintenance repair book.
10. Check/reset programmes/timers as necessary to take into seasonal variations and heating requirements.
11. Ensure all boilers houses and tanks rooms are secured at all times except when authorised personnel requires access/egress as necessary.
12. Regular visual check of sump pumps and test operation of pump. Remove any debris/blockage from sump (monthly).

Additional specific duties

Gas Fired Systems

1. Relight pilot lights as necessary.
2. Check boilers are not locked out. Relight boilers if possible. Report any faults as necessary.

Ground maintenance duties)

1. Weeding of flower beds, tubs, and prestige areas.
2. Weeding of shrub beds. Prune shrubs using appropriate equipment.
3. Grass cutting.
4. Clear grounds of falling leaves.
5. N.B. Ensure relevant advice is sought from Health and Safety section if considering use of mechanical/electrical appliances.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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