



## **Building Services Manager**

### **Job Description**

#### **Grade: GR3**

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

- 1.1 To be responsible for the management of the overall provision of security, janitorial and cleaning services at the school and associated staff
- 1.2 To be responsible for the management of the repairs and maintenance of the school site
- 1.3 To monitor the work of external contractors on site

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

- 2.1 Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Headteacher/ /Trust Facilities Manager
- 2.2 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
- 2.3 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 staff members to ensure access to appropriate cleaning and catering areas
- 2.4 To manage the onsite cleaning staff, ensuring appropriate cover for cleaning at all times and to be responsible for the performance management of the staff
- 2.5 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift
- 2.6 To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.

- 2.7 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
- 2.8 Carry out general portering duties for the establishment, within health and safety guidelines
- 2.9 Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all wastepaper receptacles are emptied daily
- 2.10 Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning
- 2.11 To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- 2.12 Regular checks to ensure fire alarms and all firefighting equipment, CCTV and shutters are in working order
- 2.13 Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.14 Undertake individually defined cleaning duties
- 2.15 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, centre managers of recreation and community services department and contractor's representatives)
- 2.16 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.
- 2.17 To carry out regular electrical testing in accordance with regulators (operational)
- 2.18 Keep drain grids clean and free from debris and other litter daily
- 2.19 Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency
- 2.20 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 (particularly Working at Height regulations)

- 2.21 Where shift systems are not in operation to carry out lettings in accordance with the Hire of Rooms Regulations, and in accordance with the lettings agreement circulated on 25.1.79 and to be in attendance on site during the course of the letting, giving appropriate assistance to the hirer, and ensuring that lettings are conducted in an orderly manner. An additional payment is made for lettings.
- 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 holder's 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 and emergency lighting log.
- 2.27 To liaise with the Headteacher/facilities manager regularly (weekly) and at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects
- 2.28 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.29 To ensure all tasks are carried out with due regard to Health and Safety
- 2.30 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.31 To adhere to the ethos of the school
  - 2.31.1 To promote the agreed vision and aims of the school
  - 2.31.2 To set an example of personal integrity and professionalism
  - 2.31.3 Attendance at appropriate staff meetings and parent's evenings
- 2.32 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

## 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.	City and Guilds (Cleaning Techniques) or equivalent relevant qualification.	AF/C
<b>Experience</b> Relevant work and other experience	Experience in caretaking and cleaning work.  Knowledge of maintenance and cleaning techniques.  Organisation of work.  Organisation and control of staff (where appropriate).	
<b>Skills &amp; Ability</b> e.g., written communication skills, dealing with the public etc.	Ability to undertake administrative tasks including budget monitoring  Knowledge of COSHH  Ability to undertake a range of maintenance tasks  Good interpersonal skills  Good organisational skills  Ability to present straightforward reports  Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate  Ability to lead and motivate a team effectively  Ability to work on own initiative and make decisions  Ability to work under pressure  Ability to develop good working relationships with staff pupil's visitors and all users of the school	

	site  Ability to work without supervision	
<b>Training</b>	Willingness to undertake further training as appropriate	
<b>Other</b>	Ability to undertake manual work and to perform tasks included in the job description  Availability for call-out duties (e.g., to respond to alarms)  Willingness to wear protective clothing as supplied	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery. All applicants will be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline.

Reviewed by:

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Date:

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