

Brays School

Building Services Supervisor

Job Description

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 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 To manage building projects within agreed tolerances as set by the Governing Body and the Head Teacher and in consultation with Trust, i.e. obtaining quotations, determining timing of work and costs within the parameters of the School Improvement Plan
- 2.3 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
- 2.4 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 Head Teacher to ensure access to appropriate cleaning areas
- 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 Where applicable in consultation with the Trust through the Head Teacher to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 2.7 To liaise with any outsourced cleaning contractors and their staff to ensure the site is clean and ready to open at the start of the school day

- 2.8 To be involved in the appointment of Shift Assistants and other ancillary staff where appropriate, including implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open. To supervise Shift Assistants and other ancillary staff where appropriate and allocate their work and ensure that work is completed in accordance with the specification
- 2.9 Ensure correct completion and submission of time sheets for self and relevant staff
- 2.10 Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance
- 2.11 Carry out general portering duties for the establishment, within Health and Safety guidelines.
- 2.12 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained and secure and within a working height of 3.35 metres.
- 2.13 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
- 2.14 Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste receptacles are emptied daily
- 2.15 Ensure toilets are adequately stocked with toilet requisites daily
- 2.16 Ensure swimming pool changing rooms and pool walkways are kept free from obstructions and objects which may put pool users at risk
- 2.17 Ensure swimming pool areas are adequately stocked with appropriate provisions daily
- 2.18 Ensure regular checks to ensure fire alarms and all fire fighting equipment are in working order, reporting and arrange immediate repair or replacement as required
- 2.19 Make main pathways safe after snow/frost/debris from building works by cleaning/salting as appropriate
- 2.20 Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable

- 2.21 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)
- 2.22 Keep drain grids clean and free from debris and remove other litter on a daily basis
- 2.23 In relation to the operation of heating plant, order fuel as required and report any obvious deficiencies in the heating system as a matter of urgency
- 2.24 Ensure that all work carried out or those you supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements
- 2.25 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 overtime work beyond contracted hours.
- 2.26 Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works
- 2.27 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.
- 2.28 To be responsible for the collection of litter/waste from grassed and landscaped areas
- 2.29 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 ensure the Head Teacher is kept informed of any site issues immediately
- 2.30 To liaise with the Head Teacher/Trust regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs and maintenance and building projects
- 2.31 To adhere to the ethos of the school and the Trust
 - 2.31.1 To promote the agreed vision and aims of the school and Trust
 - 2.31.2 To set an example of personal integrity and professionalism

2.31.3 Attend at appropriate staff meetings and parents' evenings and professional development opportunities

2.32 Such other duties as may be commensurate with the nature of the job

3. Supervision Received

Supervising Officer's Job Title: Site Manager and Operations Director

3.1 Level of supervision:

Left to work within establishment guidelines subject to scrutiny by supervisor

Supervision Given to others

3.2 None at date of appointment, but as staff join the employee will be advised

4. Special Conditions

4.1 To work within the Trust and school policies

4.2 Leave to be requested and agreed in advance

4.3 This post is subject to an enhanced DBS check

4.4 To work within the staff code of conduct

4.5 To follow the dress code including the need to wear protective clothing

Brays School

Building Services Supervisor

Person Specification

| CRITERIA | ESSENTIAL | DESIRABLE |
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| <p>EXPERIENCE (Relevant work and other experience)</p> | <p>Experience and ability to use tools safely for a variety of maintenance tasks.</p> <p>Ability to organise own workload.</p> <p>Experience of following systems, prioritising jobs or tasks.</p> | <p>Experience of school caretaking and cleaning work as either full-time BSS/ Shift Supervisor or part-time BSS.</p> <p>Experience in building management</p> <p>Knowledge of maintenance to identify and prevent breakdown.</p> <p>Organisation and control of staff / contractors.</p> |
| <p>SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)</p> | <p>Able to follow Health and Safety guidelines to keep self and others safe and the site compliant</p> <p>Self-reliant. Able to motivate self and staff.</p> <p>Able to communicate appropriately with other members of staff both orally and in writing</p> <p>Flexible approach/ attitude.</p> <p>Able to deal with emergency situations.</p> | |

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| | <p>Able to act on instructions from head teacher / line manager as appropriate.</p> <p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p> | |
| TRAINING | | On-going training as necessary |
| EDUCATION/ QUALIFICATIONS NB. Full regard must be paid to overseas qualifications | Basic Skills/ GCSE Language qualification or equivalent | <p>City and Guilds (Cleaning Techniques).</p> <p>NEBSS Manual Supervisors Course.</p> <p>Any Health and Safety related qualification</p> <p>Any DIY related qualification</p> |
| OTHER | Available for duty as necessary during opening hours of establishment and to be a point of contact for emergencies | |

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

Brays School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Two references and an enhanced DBS check via the Disclosure & Barring Service is a requirement for this post.

Reviewed March 2019