

## **Building Services Manager**

### **Job Description**

**Grade: GRB** - *Subject to Job Evaluation*

#### **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/Bursar/Business 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 the bursar/business manager to ensure access to appropriate cleaning and catering areas
- 2.4 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift
- 2.5 To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.
- 2.6 Where applicable in consultation with the bursar/business manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 2.7 To supervise Assistant Building Supervisors 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
- 2.8 Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime
- 2.9 Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance

- 2.10 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
- 2.11 Carry out general portage duties for the establishment, within health and safety guidelines
- 2.12 Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.13 Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning
- 2.14 To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- 2.15 Regular checks to ensure fire alarms and all fire fighting equipment, CCTV and shutters are in working order
- 2.16 Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.17 Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable
- 2.18 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)
- 2.19 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.
- 2.20 To carry out regular electrical testing in accordance with regulators (operational)
- 2.21 Keep drain grids clean and free from debris and other litter on a daily basis
- 2.22 Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency
- 2.23 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)
- 2.24 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.

- 2.25 To facilitate use of the site for polling purposes, for which extra payment for additional duties may be claimed
- 2.26 Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders 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 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 emergency lighting log.
- 2.30 To liaise with the Headteacher/bursar regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects
- 2.31 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.
- 2.32 To ensure all tasks are carried out with due regard to Health and Safety
- 2.33 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.34 To adhere to the ethos of the school
  - 2.34.1 To promote the agreed vision and aims of the school
  - 2.34.2 To set an example of personal integrity and professionalism
  - 2.34.3 Attendance at appropriate staff meetings and parents evenings
- 2.35 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### 3. **Supervision Received**

Supervising Officer's Job Title:

#### 3.1 Level of supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Assistant Building Services Supervisor			

5. **Special Conditions**

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	City and Guilds (Cleaning Techniques). NEBSS Manual Supervisors Course. Recruitment and Selection Course.	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.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>  Self-reliant. Able to motivate self and staff. Able to communicate with other members of staff. Flexible approach/ attitude. Able to deal with emergency situations Able to accept instructions from Headteacher or Bursar/Business Manager as appropriate.	
<b>Training</b>		

Other	Available for duty as necessary during opening hours of establishment. To be residential where required.	
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

### **Safeguarding**

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***