Emergency Mobile Building Services Supervisor

£19,238 - £24,717

Various Locations

Working 36.5 hours. The purpose of the role is to supply Emergency Caretaking cover for Birmingham Schools and Establishment.

It's essential you have your own transport, as you can be sent anywhere in the Birmingham area. Your duties will include, opening up and securing premises, registration as temporary first key holder for Alarm calls with Alarm company or Police.

The cleaning duties of the absentee, along with his/her janitorial duties, which may include minor repairs. Full training will be given.

For any informal enquiries please contact Nick Ramsay on 07766922172

Ref: CN3222016J

Closing Date: 23 September 2016

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Directorate for People

Role Description

Post: Mobile Building Services Supervisor  
Salary/Grade: GR3

Division: Education & Training  
Section: CityServe Caretaking

1. **Job Purpose**
   
   1.1 To provide/assist in the provision of caretaking and certain cleaning services in any of the City’s Education establishments, as directed.

2. **Duties & Responsibilities**
   
   2.1 Opening/closing of the building at the commencement/end of shift, as per the shift pattern of the establishment.
   
   2.2 Carrying out a physical check of the building and taking necessary action for any urgent repairs; also making safe any areas which could be a source of danger to either the users or security of the building.
   
   2.3 Checking the buildings regularly to ensure no unauthorised persons are present.
   
   2.4 To carry out routine inspections to ensure that the Cleaning Contractors’ workforce completes all tasks assigned in the Specification.
   
   2.5 To advise the Head Teacher/Principal of the requirements of equipment/materials for the establishment.
   
   2.6 Completion of relevant paperwork as necessary; i.e. Timesheets, Sundry Claims Forms, Mileage Claims etc.
   
   2.7 Carrying out routine cleaning duties using the appropriate materials and mechanical cleaning aids to a defined area; also daily emptying of all waste paper and yard bins.
   
   2.8 Cleaning of Toilet and Shower areas, and ensuring adequate sanitation supplies are distributed.
   
   2.9 To ensure that deliveries are received and distributed to the correct locations.
   
   2.10 To ensure that all outside steps, playgrounds, approaches, drain grids are kept in a clean condition on a daily basis. To keep guttering and down pipes free of debris to a height of eleven feet.
2.11 Cleaning pathways of snow and making safe after snow or frost by salting.

2.12 Cleaning of interior windows, light shades and fittings at least once per term, including the changing of light bulbs as necessary. All of these tasks to be carried out up to a height of eleven feet.

2.13 Carry out minor repairs and maintenance at sites employed in line with City Council’s Health & Safety policy.

2.14 Reporting any obvious deficiencies in the heating/and or domestic hot water system as a matter of urgency.

2.15 Reporting any faulty fire-fighting equipment.

2.16 Working in conjunction with the hirers to provide rooms for Functions outside school requirements in accordance with the Authority’s agreed Letting Procedures.

2.17 To be a designated keyholder at the sites employed and to be first point of contact for out of hours calls.

2.18 Carrying out any other associated duties as directed, commensurate with the grade and nature of the job.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Head of caretaking support & services

3.1 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

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

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
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<td>n/a</td>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act
- A Criminal Records Bureau/ISA checks will be undertaken
To be familiar with, and strictly observe, the requirements of the Authority’s Safety policies.

To work in a shift pattern, as and when required.

To be available for emergencies outside normal working hours.

To hold a current driving licence and own a vehicle.

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Observance of the City Council’s Equal Opportunities Policy will be required.
# Directorate for People

## Person Specification

**Job Title:** Mobile Building Services Supervisor  
**Grade:** GR3

**Division:** Education & Training  
**Section:** CityServe Caretaking

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

## CRITERIA

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Must have a good standard of education including Maths and English GCSEs or equivalent.</td>
<td>AF/I/C</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Knowledge and experience of building caretaking, modern cleaning techniques and equipment. Experience of site security.</td>
<td>AF/I</td>
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<td><strong>Skills &amp; Ability</strong></td>
<td>Able to carry out repairs/maintenance to doors/windows/plumbing etc. Supervising teams of people. Good oral and written communication skills. Ability to organise and prioritise workload. Ability to respond to emergency situations appropriately. Ability to receive and issue verbal written instructions clearly. Ability to write reports. Ability to motivate a team. Good numeracy skills. Ability to communicate confidently and effectively with Head Teachers. Ability to organise and prioritise the work of a team. Ability to use I.T.</td>
<td>I</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>Willingness to undertake appropriate training.</td>
<td>AF/I</td>
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<tr>
<td><strong>Other</strong></td>
<td>Understanding of current legislative requirements concerning Health &amp; Safety issues.</td>
<td>AF/I</td>
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<td>A full clean driving licence.</td>
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<td>Commitment to good customer care when dealing with all buildings users and members of the public.</td>
<td>AF/I</td>
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Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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