



**Stronger
Together**

Building Services Supervisor

JOB DESCRIPTION

Queensbridge School

Queensbridge Road, Moseley, Birmingham B13 8QB

PURPOSE

- Maintain clean, safe and secure school premises, which includes buildings and grounds
- Carry out cleaning, handyperson activities, routine maintenance and refurbishment, portorage and minor repairs
- Some supervision of school cleaning staff
- Promote health and safety around the school

DUTIES AND RESPONSIBILITIES

- 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
- 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.
- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- Where applicable to ensure through liaison with the contractor's representative on a daily basis, that the cleaning contractors workforce completed tasks assigned in the specification and to report to the contractor any uncompleted operation.

- Carry out portage duties, such as the reasonable moving of furniture and equipment around the school
- Carry out regular checks of security gates and perimeter fencing, ensuring repairs are actioned.
- Keep drain grids clean and free from debris and other litter on a daily basis
- Provide safe access to the school in cold weather conditions.
- Carry out regular health and safety checks, including legionella risk, play equipment, safety equipment and any other hazards on school premises, reporting any problems to the Site Manager.
- Ensure toilets are adequately stocked with toilet requisites.
- Regular checks to ensure fire alarms and all fire fighting equipment are in working order.
- Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works.
- To ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with the due observance of Health and Safety at Work requirements.
- Undertake individually defined cleaning duties as and when required.
- To liaise with customers who let the building out of normal school hours.
- Change light bulbs, fluorescent tubes and ensure clocks are maintained.
- Operation of heating plant and reporting any obvious deficiencies in the heating system as a matter of urgency.
- 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.
- To be responsible for the collection of litter from grassed and landscaped areas
- Such other duties as may be commensurate with the grade and nature of the job

Security

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors out of reception hours, checking identification as necessary, issuing staff and visitor passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications to stakeholders as necessary

Other areas of responsibility

1. Read and follow the relevant school policies.
2. Undertake training required to develop in the role.
3. Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
4. Contribute to the safety of children and young people and protect them from harm.
5. Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

GENERAL

1. To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

Responsible to: **Site Manager**

Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) – without which candidate would be rejected

Desirable (D) – useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes of the person specification are measured in a variety of methods -
How measured – *A = Application form, I = Interview, R = Reference, Q = Proof of Qualification or evidence of relevant recent experience.*

Attributes	Essential	How measured	Desirable	How measured
Qualifications			<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths Apprenticeship or other similar qualification in relevant field First Aid 	<p>Q</p> <p>Q</p> <p>Q</p>
Experience	<ul style="list-style-type: none"> Caretaking Basic building maintenance/repairs 	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> Security including alarms maintenance Cleaning work DIY skills Working in a team Working with contractors 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Skills/Abilities	<ul style="list-style-type: none"> Knowledge of Health and Safety regulations Ability to work flexibly and as part of a team as well as working independently. Competent in the 	<p>A, I</p> <p>A, I</p> <p>Q, A, I</p>	<ul style="list-style-type: none"> Strong technical knowledge of building systems 	

	<p>use of IT, i.e. sending and responding to emails and keeping computerised records up to date.</p> <ul style="list-style-type: none"> • Ability to plan, organise and prioritise 	A, I		
Personal attributes	<ul style="list-style-type: none"> • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Has high expectations of self and others • Energy and enthusiasm • Integrity and loyalty • A good sense of humour • Resilience, determination and passion to succeed • Strong sense of the importance of team work • Able to work flexibly and out of school hours as required 	<p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> • Deals with difficult situations effectively 	A, I
Special requirements	<ul style="list-style-type: none"> • Ability to meet physical requirements of job. 	A, I	<ul style="list-style-type: none"> • Able to carry out work at high levels using appropriate equipment 	A, I

We will consider any reasonable adjustment under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.