



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

JOB DESCRIPTION

NAME:

POST: Building Service Manager

Permanent, Full time, All Year Round

Monday - Thu (10.00am - 6.00pm and Friday 10.00am - 5.30pm)

May include the occasional split shift, and some late night for evening events

GRADE: 3

PAY RANGE: Spinal Point 9 - 22

SALARY:

(Salary will be paid at the bottom of the grade unless transferring from another educational establishment and being paid within this pay range)

JOB PURPOSE:

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

DUTIES AND RESPONSIBILITIES:

- Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Headteacher/Strategic Business Manager
- 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, 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.

- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.
- Where applicable in consultation with the Bursar/Strategic Business Manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements.
- 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.
- Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime.
- Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance.
- 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.
- Carry out general portage duties for the establishment, within health and safety guidelines.
- Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all wastepaper receptacles are emptied daily.
- Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning.
- To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH).
- Regular checks to ensure fire alarms and all firefighting equipment, CCTV and shutters are in working order.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate.
- Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable.
- 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).
- Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.
- To carry out regular electrical testing in accordance with regulators (operational)
- Keep drain grids clean and free from debris and other litter on a daily basis.
- Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency.
- 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).
- Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works.
- 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.
- To be responsible for the management of health and safety regarding premises and to keep a log of safety issues.
- To liaise with the Headteacher/Strategic Business Manager regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects.
- 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.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evening.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality and reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in My Appraisal in accordance with the generic school plan for My Appraisal.
- Support the management of relevant items on the Risk Register.
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties.
- Perform any other duties as commensurate within the grade in order to ensure the smooth running of the school.

SUPERVISION RECEIVED:

Supervising Officer's Job Title: Site Manager

LEVEL OF SUPERVISION

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

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued following consultation by

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Signature of Headteacher

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Signature of Post Holder

Date.....