



UPPER HOLLAND ROAD, SUTTON COLDFIELD B72 1RB
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Website: www.plantsbrookschool.co.uk
Headteacher: Ms T Campbell, BA, MEd

JOB DESCRIPTION

Title of Post: Building Services Supervisor

Status: Full time (36.5 hours per week) to include evening and weekends on a shift basis to meet the business needs of the Trust

Responsible to: Building Services Manager/Director of Finance & Support Services

Salary: Grade 2 £18,065 to £19,945 per annum

1.0 JOB PURPOSE

- 1.1 The Building Services Supervisor is responsible to the Building Services Manager for a wide range of duties and responsibilities connected with the whole site at Plantsbrook School (buildings and grounds).
- 1.2 To be responsible for maintenance and cleanliness of the Trust buildings and grounds.
- 1.3 The Building Services Supervisor will operate with due regard to health and safety policies and legislation and will ensure the efficient and effective operation and development of the school site.

2.0 DUTIES AND RESPONSIBILITIES

Maximise the potential of the School Site

- To support the Building Services Manager in ensuring the lettings take place in accordance with the school's letting policy and agreed contracts.
- To ensure all facilities required for any letting are opened and secured in a timely manner. Work to the schedule / calendar.
- Ensure that school facilities and equipment are respected and maintained.
- Liaise with other staff involved in the management and running of lettings as directed by the Building Services Manager.

Personnel Attributes

- The post-holder will be expected to work within the guidelines and directions of given by the Building Services Manager and be able to plan and work around his/her given priorities.
- It will be necessary, at times, for the post-holder to cover for colleague absence (sickness or annual leave) to ensure the continuity of provision.
- Ensure that all codes of conduct are followed by any contractors on school site, ensuring Health & Safety policies are adhered to at all times.

- Work effectively with Building Services Manager and other Building Services Supervisors to ensure the school site is safe and clean for its students, staff, visitors and hirers.

General maintenance of the School Site

- To ensure the opening and closing of school premises, including gates, doors, windows, fire exits etc. for the purpose of school use, community use, lettings, out of hours functions, maintenance and emergency services.
- To liaise with and work under the instruction of the BSM when calling in professional contractors for work.
- To carry out any minor building and decorating work required across the school site subject to PFI consent.
- To carry out general emergency repairs and maintenance when it occurs e.g. Door closers, furniture, locks etc. Reporting all issue to the PFI team for follow up
- Ensure that statutory building checks are carried out and ensuring they are carried out in accordance with the recommended target timescales, as dictated by the BSM.
- Carry out designated cleaning of allocated units.
- Cleaning and disinfecting drains, gullies and gutters.
- Empty daily and sanitise weekly the waste bins in and around the building/s.
- Maintenance of grounds to include litter picking, weeding, pruning.

Under the direction of the Building Services Manager

- Liaise with contractors prior to and during contract period.
- Check on completed work prior to settlement of invoices to confirm acceptable quality of work.
- Undertake regular inspection of the buildings and grounds to identify damage, vandalism and normal wear and tear.
- Carry out regular designated building checks and complete the necessary paperwork to confirm check has been carried out – as directed by the BSM.
- Receive and collate reports of damage and take appropriate remedial action.
- Check ZEN desk, receive requests from staff, prioritise tasks and confirm progress of tasks as required.
- To ensure adequate stocks of supplies and services are provided to maintain the function of the school. i.e. toilet rolls, soap, hand towels, gases, rock salt. This includes notifying the BSM to order new stock in a timely manner.
- To report acts of vandalism to the Director of Finance and Support/Building Services Manager/Executive Headteacher and arrange temporary repairs as required.
- To regularly inspect for and removal of graffiti from fixtures, fittings, furniture and buildings.
- To maintain working relationships with the Cleaning Team and their representatives in order to maintain the high standard of service
- To ensure the Cleaning team have access to areas of the site which are to be cleaned.
- To ensure all cleaning equipment is safely stored by the Cleaning team.
- To report any problem areas to the Building Services Manager.
- To carry out litter patrols as directed by the Building Services Manager.
- Empty litter bins are daily.
- To monitor the implementation of the Grounds Maintenance contractor when they are on site and report outcome to the Building Services Manager.
- Carry out routine maintenance of drainage system including unblocking any gully, cleaning debris, litter and leaves etc.
- Regular checks of school boundaries to maintain security of the site, and to report any defects to the Building Services Manager prior to arranging repairs.

- To carry out preventative measures in light of changing/prevaling conditions and weather forecasts.
- To be present on the school site by 6.30am on occasions of severe weather in order to assess the conditions. To then make direct contact with the Executive Headteacher who will decide if the site is safe to be opened.
- Make pathways and drives clear of leaves, snow, ice, moss etc. including the treatment of surfaces with rock salt in inclement weather.
- Ensure that sufficient materials are available when conditions demand by identifying items low in stock to the Building Services Manager.
- To undertake, in conjunction with other Building Services Supervisors, low-level exterior window cleaning when required, within Health & Safety regulations.

Energy

- To carry out daily checks of the BMS system.
- To regularly check, maintain the Heating system, with due regard to appropriate safety requirements reporting any issues to the Building Services Manager or calling in appointed contractors
- To ensure the heating is controlled in order that the building is maintained at optimum temperature in a cost effective manner – using the schools BMS system

Health & Safety

- To ensure all employees and visitors on site are adhering to H&S procedures.
- To carry out regular weekly safety inspections of the school site and report findings to the Building Services Manager in the agreed format.
- To carry out the regular, routine checking of fire alarm systems/sprinkler systems and emergency lighting.
- Liaise with the Building Services Manager to ensure that all firefighting equipment is regularly checked and serviced. Ensure all fire extinguishers are maintained and any that have been discharged are promptly removed and replenished.
- Ensure emergency exits are not obstructed at any time.
- Support the Building Services Manager to ensure the upkeep, maintenance and servicing of all alarm systems on a regular basis liaising with the PFI team.
- In conjunction with the Building Services Manager, to oversee procedures in case of fire evacuations and practice evacuations.
- To maintain the highest levels of security at all times.
- To liaise, when necessary, with the emergency services.
- To take effective action to deal with unwanted intrusion on site.
- To liaise with Local Authority Office, Police and Fire Service when required.
- To ensure regular litter patrols are undertaken and target additional patrols as necessary.
- To ensure staff and student toilet facilities are regularly checked and maintained to the highest standards.
- Carry out the safe movement of furniture and equipment within the school, with due regard to Health & Safety and Lifting & Handling regulations.
- Remove sickness and spillages promptly.

Use of the Utilities within the School

- Carry out timely preparation of rooms, halls etc. for assemblies, meetings, examinations and functions, and that the rooms are returned to their normal operating conditions thereafter.
- To report & take appropriate emergency action with all burst pipes, leaks, floods, fires and breakages as appropriate liaising with the school and PFI teams to ensure minimum disruption.
- To ensure electrical and gas emergencies are dealt with promptly, making safe initially by turning off the supply.
- To report all defects which would require specialist repair to the BSM, and to arrange the repair thereafter, if required

Other Duties

- Be available as a designated Minibus Driver as and when for occasional ad-hoc journeys or deliveries.
- Take deliveries of post, stores, materials and other goods before and after school when the School Office is closed.
- Carry out the distribution of goods to appropriate departments once they have been delivered. Delivery to departments is carried out using the procedures set by the school
- Carry out the safe storage of goods delivered during school holidays.
- To attend and contribute to regular meetings with the BSM.
- To deputise for the Building Services Manager in his/her absence to ensure the day to day operations and procedures are met, referring any areas of concern in the absence of the Building Services Manager to the Director of Finance or any member of SLT.
- To undertake appropriate professional development, including adhering to the Trust's Appraisal/performance management policy.
- To adhere to the ethos of the Trust and to promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings
- Responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

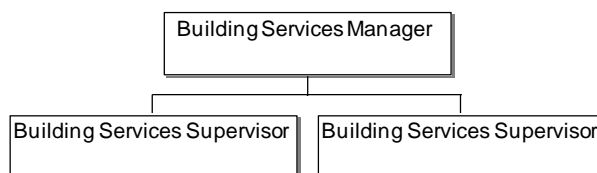
Supervision Received

Supervising Officer Job Title: Building Services Manager

Level of Supervision

Left to work within established guidelines, subject to scrutiny by supervision.

Closing Date: Monday 14 October 2019



This Job Description is current at **September 2019**, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteachers, are liable to variation to reflect any future changes required of this post.

All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.

Plantsbrook Learning Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.

PERSON SPECIFICATION – BUILDING SERVICES SUPERVISOR

| | ESSENTIAL | DESIRABLE | MOA |
|--|--|---|------------|
| EXPERIENCE (Relevant work and other experience.) | Experience of caretaking and/or cleaning work Relevant DIY or Trade Skills experience | Experience of working within a school environment | AF/I |
| SKILLS & ABILITIES | Ability to work as a member of a team and work on own initiative, without direct supervision if required Ability to work under pressure and to respond to emergencies Ability to work with and relate to young people Good communications skills | | AF/I |
| PERSONAL QUALITIES | Committed team player Flexible and Enthusiastic Reliability and honesty Able to accept instructions from Line Manager(s) Be optimistic, enthusiastic and 'generous of spirit'. Have a sense of proportion and humour Be committed to safeguarding and promoting the welfare of children and young people | | AF/I |
| QUALIFICATIONS | A good standard of literacy and numeracy Knowledge of Health and Safety Regulations | City & Guilds (Cleaning Techniques) or knowledge of cleaning and maintenance equipment) | AF/I |
| OTHER | Available for duty during School opening hours, to include evenings and weekend working on a shift basis | | AF/I |

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.