

JOB DESCRIPTION

Job Title:	Building Operations Supervisor
Location:	Academies
Hours of work:	Full time - 36 Hours per week
Salary scale:	NJC 30-33 (FTE £26,556 - £29,033)
Reports to:	Academy Principals in Partnership with Head of Building Operations
Responsible for (please name the post/s):	Building Operations Assistants

Overview:

The Building Operations Supervisor, as a member of the National Building Operations team, has an operational and supervisory role, managing a team of Building Operation Assistants, which is focused on ensuring the safe, economic and effective operation of all Trust buildings and grounds.

The Building Operations Supervisor and their team must be customer focused and responsive to their needs, and ensure that the estate and facilities are available when required.

The Building Operations Supervisor must ensure that the sites are safe and there is an appropriate environment for students to learn and staff to work.

The Building Operations Supervisor is expected to set and maintain high professional standards at all times and support the School Support Services and the Head of Building Operations in delivering both an outstanding service to our customers and the vision of the Trust.

Responsibilities

Overall

- To ensure a customer focus is maintained at all times and respond to all requests received from your academies in an appropriate and professional manner, logging and reporting actions
- Work with and report to the Head of Building Operations and take instruction from academy senior leaders when required
- Ensure all academy facilities are safe, compliant and available when required
- To support and line manage Building Operations Assistants, ensuring an effective and efficient service is delivered at all times
- To work with the Head of Building Operations to ensure the delivery of building and maintenance programmes

- To continuously set and maintain the highest professional standards, in line with the Trust's vision and values

Building Operations:

- To be accountable for the on-going day to day operations of all sites, ensuring all safety systems, premises and services are available when required with the exception of planned maintenance closures
- To be responsible directly to Head of Building Operations and take instruction from academy senior leaders
- Ensure all records are maintained in compliance with department policy
- Inspect sites, internally and externally, on a regular basis to ensure the estate is maintained to the highest standards
- Carry out general administrative duties as directed by the Head of Building Operations
- To control and monitor procedures, ensuring compliance with legal and customer requirements
- Build and develop professional relationships with all suppliers, service providers and customers
- Ensure there is a full suite of suitable risk assessments available for each academy site and that they are reviewed
- Ensure the effective implementation and operation of health and safety controls within the academies and support Building Operations Assistants in their role
- Maintain plans of the buildings and grounds including locations of call points, fire protection and fire-fighting equipment, chemical stores, emergency shut offs, stopcocks and meters
- Coordinate all Health and Safety (H&S) requirements to ensure compliance with relevant Trust and H&S legislation and support curriculum areas in the delivery of H&S requirements
- Ensure that the academies Disaster Recovery and Business Continuity Plans (DR/BCP) are in place and reviewed and that you fully understand Building Operations Supervisor's responsibilities within the DR/BCP
- Local management and quality assurance of catering and cleaning contracts
- Deploy Building Operation Assistants as appropriate, ensuring adequate levels of cover at all times and for agreed maintenance schedules, including personally covering the duties of the Building Operations Assistant if necessary
- Carry out checks and audits on cleaning, catering and site supervision within academies
- Provide support to the Trust's Estates Office on local projects, reporting on agreed key areas and escalate any issues immediately through the Head of Building Operations
- To carry out reasonable tasks as requested by the Head of Building Operations and academy senior leaders

General Building Operations:

- Act as a key holder for all sites within your area and attend emergency call outs as necessary
- Respond to all requests received from your academies in an appropriate and professional manner, logging and reporting actions and outcomes
- Ensure that you and your teams follow the Trust's Health & Safety policy at all times
- Ensure that the quality management system guideline are adhered to at all times

- Carry out half termly decoration programmes throughout the Academy

Other

- To ensure that the Trust's systems for monitoring and reporting are in operation
- To work with School Support Services, the Head of Building Operations and academy senior leaders, to ensure outstanding customer services are being delivered
- To carry out other reasonable tasks from time to time, as directed by the Head of Building Operations and academy senior leaders
- To have the ability to drive Academy vehicles where needed
- You are responsible for the safety of yourself and others and must not carry out any tasks, for which you do not have suitable experience or qualifications
- To chair the Academy Health & Safety Committee

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

General:

1. Ensure deliveries occur in a safe and organised manner and transport goods to appropriate destination
2. To complete necessary training in MAPA, Restorative Justice Techniques, Nurture Principles, Child Protection and any other training programmes as deemed necessary in order to ensure the safety of the pupils and staff at all times
3. To ensure the safe storage of IT equipment
4. To work with external IT contractors to ensure continuity of network provision
5. To respond to emergency calls by staff where H&S issues have been highlighted to ensure the safety of all stakeholders.
6. Ensure CCTV systems are maintained at all times
7. To obtain estimates and quotes where needed for any building or refurbishment works
8. Collect supplies in order to make emergency repairs

Other clauses:

9. The above responsibilities are subject to the general duties and responsibilities contained in the relevant staff handbook.
10. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
11. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
12. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer.

13. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
14. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters

Person Specification

Job Title: Business Operations Supervisor

	Essential	Desirable
Qualifications		
Knowledge/Experience	<p>IOSH Managing Safety, or equivalent qualification and relevant experience</p> <p>Experience of premises management, building cleaning or building management</p> <p>Experience of contract management</p> <p>Sound knowledge of building functions</p> <p>Taken responsibility for security of a building with operational understanding of security systems</p> <p>Experience of managing teams</p>	
Line Management	Site Assistants (1.5 to 8 depending on area)	
Budget	N/A	
Scope of the Role	Academy cluster	
Skills/Abilities	<p>Ability to prioritise and manage time to meet customer requirements</p> <p>To be able to carry out general repairs and instruct others</p> <p>Ability to lift and carry items</p> <p>Ability to follow and comply with instructions on equipment and/or materials usage</p> <p>Willingness to work as part of a team</p> <p>Ability to work to deadlines</p> <p>Ability to manage own work effectively</p> <p>Able to use own initiative</p>	Use of commercial site maintenance equipment

	Ability to carry out health and safety checks and implement corrective measures and maintain relevant records	
Special Requirements	Willing to work outside of normal hours if required Willing to undertake relevant training Willingness to travel to other academies and attend meetings	