

Post title **Buildings Supervisor**

Salary and grade: NJC 7-12

Line manager/s: Facilities Manager



Main purpose of the job:

The role will involve a wide range of duties including routine maintenance and repairs, health and safety checks, security of the premises, management of contractors on site, and ensuring that compliance records and reporting are kept up to date. You will contribute to creating an environment where pupils and staff feel safe and supported, and where high standards of site management are consistently achieved.

Key duties and responsibilities

Site Management & Maintenance

Security of premises

- To act as primary keyholder.
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
- Lock/unlock premises and check for vandalism/break-ins.
- Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
- Make safe gas, water and electric power when locking up.

Cleaning tasks

- Provide cover cleaning during absences
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
- Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
- Supervise, monitor and provide reports on cleaning standards and follow up
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.

- Transport refuse to bin/skip areas from agreed collection points.
- Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Clear snow off main paths steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean high/walls/internal windows.

General duties

- Responsible for effective supervision and co-ordination of assistant caretaker(s) to meet the needs of the establishment.
- Provide induction training and continual guidance to familiarise any Assistant Caretakers with agreed procedures and working practices.
- To impart special skills and knowledge to other colleagues as appropriate.
- Maintain close working relationship with staff and liaise with establishment users as necessary.
- Carry out portage duties as required including receipt of goods and supplies.
- Regularly check, unblock, and clean drains, manholes and gullies.
- Set out/put away furniture and equipment for functions, meetings and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Deal with lost property in accordance with agreed procedure.
- Remove weeds from paths, steps and playground/yard edges

Administration

- Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker.
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Collect or buy goods as required for the efficient completion of any caretaking or maintenance job
- Certification, completion of necessary time sheets, letting sheets, sickness/ absence records/holiday records and events diary
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings and liaise with the bursar accordingly.
- Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
- Buildings Supervisor to provide sickness/absence cover for Assistant Caretakers.
- Assistant Caretaker to provide sickness/absence cover for the Building Supervisor where applicable

Maintenance

- To monitor all contractor personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.
- Maintain and refer to the Log Book/ticket system for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building, equipment and furniture.

i.e. General maintenance of building:-

Plumbing ie.g leaking taps

Joinery e.g. boarding up broken windows, wall panels, doors

Painting/Decorating Plastering to small areas.

Reglazing to ground floor level.

Electrical i.e. make safe broken light switch/sockets/ plugs. Tape over or isolate from further use. Report repair at earliest opportunity.

Gas Leaks etc isolate, turn off gas supply Report repair at earliest opportunity Others as necessary within the capabilities of the postholder.

Boiler Room/Energy Conservation/Heating Systems

General duties

- Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
- Ensure boiler room, heating plant and all associated equipment is checked daily, report any issues promptly

Driving duties (optional)

- To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
- Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc
- Ensure minibus is kept in a clean and orderly condition.
- To fuel minibus as required.
- To deliver minibus for servicing and repairs.
- To collect goods as required.

Any other duties and responsibilities appropriate to the grade and role

Safeguarding

Bents Green School is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications	Qualification in Maths and English (GCSE/GCE/CSE or equivalent)	•	
	Health & Safety IOSH Qualification		•
Experience	Ability to carry out basic repairs without guidance	•	
	Knowledge of Health & Safety and COSHH Regulations and how these impacts on the workplace	•	
	Basic knowledge of maintaining plumbing, joinery and electrical installations	•	
	Ability to carry out health and safety checks and maintain relevant records such as risk assessments	•	
	Experienced in aspects of estates and building compliance	•	
	The capacity to use ICT	•	
Personal Effectiveness	Ability to work as part of a committed team	•	
	Self-confident with the ability to transmit appropriate messages to appropriate audiences	•	
	Works reliably under pressure	•	
	Reliable, trustworthy and loyal	•	
	Honesty and integrity	•	
	The flexibility to meet the full range of job requirements	•	
	Available for emergency call outs		•
General	Able to travel to various locations within a reasonable timescale – a full driving licence is essential.	•	
	Willingness to undertake any other associated duties as directed by the line manager.	•	