



JOB DESCRIPTION

Job Title: Building Services Manager

Grade: GR3

1.0 JOB PURPOSE:

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

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Headteacher/Bursar/Business Manager
- 2.2 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
- 2.3 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
- 2.4 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift
- 2.5 To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.
- 2.6 Where applicable in consultation with the bursar/business manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 2.7 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
- 2.8 Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime
- 2.9 Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance

- 2.10** 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
- 2.11** Carry out general portering duties for the establishment, within health and safety guidelines
- 2.12** Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.13** Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning
- 2.14** To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- 2.15** Regular checks to ensure fire alarms and all fire fighting equipment, CCTV and shutters are in working order
- 2.16** Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.17** Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable
- 2.18** 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)
- 2.19** Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.
- 2.20** To carry out regular electrical testing in accordance with regulators (operational)
- 2.21** Keep drain grids clean and free from debris and other litter on a daily basis
- 2.22** Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency
- 2.23** 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)
- 2.24** Where shift systems are not in operation to carry out lettings in accordance with the Hire of Rooms Regulations, and in accordance with the lettings agreement circulated on 25.1.79 and to be in attendance on site during the course of the letting, giving appropriate assistance to the hirer, and ensuring that lettings are conducted in an orderly manner. An additional payment is made for lettings.
- 2.25** To facilitate use of the site for polling purposes, for which extra payment for additional duties may be claimed
- 2.26** Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works
- 2.27** 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.
- 2.28** To be responsible for the collection of litter from grassed and landscaped areas
- 2.39** To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log and emergency lighting log.

- 2.30 To liaise with the Headteacher/bursar regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects
- 2.31 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.
- 2.32 To ensure all tasks are carried out with due regard to Health and Safety
- 2.33 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.34 To adhere to the ethos of the school
 - 2.34.1 To promote the agreed vision and aims of the school
 - 2.34.2 To set an example of personal integrity and professionalism
 - 2.34.3 Attendance at appropriate staff meetings and parents evenings
- 2.35 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 SUPERVISION RECEIVED:

4.1 **Supervising Officer's Job Title:** [TO BE INSERTED]

4.2 **LEVEL OF SUPERVISION**

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

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Assistant Building Services Supervisor			

- Use 1, 2 or 3 as in 3.2

PERSON SPECIFICATION

Job Title: Building Services Manager

Job No:

Grade: GR3

Division:

No of Post:

Section:

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques. Organisation of work. Organisation and control of staff (where appropriate).	.
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Self reliant. Able to motivate self and staff. Able to communicate with other members of staff. Flexible approach/ attitude. Able to deal with emergency situations. Able to accept instructions from Headteacher or Bursar/Business Manager as appropriate.	
TRAINING		
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications		City and Guilds (Cleaning Techniques). NEBSS Manual Supervisors Course.

		Recruitment and Selection Course.
OTHER	<p>Available for duty as necessary during opening hours of establishment.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p> <p>Good health record.</p>	
CONTRA INDICATION		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY**

COMPILED BY: _____

DATE:

(Shortlisting/Interviewing Panel): _____