|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| JOB DESCRIPTION | | | | | |
|  |  | | | | |
| **Job Title:** | | Building Services Manager | | **Job No:** |  |
|  |  | | | | |
| **Grade:** | | GR2 | | **Division:** |  |
|  |  | | | | |
| **No of Posts:** | |  | | **Section:** |  |
|  |  | | | | |
| **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 and Bursar | | | |
|  | **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. | | | |
|  | **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** | Responsible for the refuse collections from school including preparing bins for collection, sweeping bin store, and replacing bins. | | | |
|  | **2.7** | Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance | | | |
|  | **2.7** | 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 | | | |
|  | **2.9** | Carry out general visual checks of play equipment and report and issues to the Bursar. | | | |
|  | **2.10** | Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily | | | |
|  | **2.11** | Assist preparation of the hall for Breakfast club, including moving tables and chairs. Assist in moving furniture back after the session and preparing hall for assemblies. | | | |
|  | **2.12** | Assist Bursar with deliveries and distributing around school. Including moving children’s milk to fridge on daily basis. | | | |
|  | **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 specified by the Head Teacher. This includes daily cleaning and maintenance of the hall floor. | | | |
|  | **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, lettings) | | | |
|  | **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** | Keep drain grids clean and free from debris and other litter on a daily basis | | | |
|  | **2.21** | Operation of school boiler reporting any obvious deficiencies in the heating system as a matter of urgency | | | |
|  | **2.22** | 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) | | | |
|  | **2.23** | To be in attendance on site during the course of after school lettings, giving appropriate assistance to the hirer, and ensuring that lettings are conducted in an orderly manner. | | | |
|  | **2.24** | Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works which need reporting to the Bursar. | | | |
|  | **2.25** | 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. | | | |
|  | **2.26** | To be responsible for the collection of litter from grassed and landscaped areas | | | |
|  | **2.27** | 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. | | | |
|  | **2.28** | To liaise with the Bursar regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects | | | |
|  | **2.29** | 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. | | | |
|  | **2.30** | To ensure all tasks are carried out with due regard to Health and Safety | | | |
|  | **2.31** | To undertake appropriate professional development including adhering to the principle of performance management. | | | |
|  | **2.32** | To adhere to the school values of the school under Life in all its Fullness | | | |
|  |  | **2.32.1** | To promote the agreed vision and values of the school | | |
|  |  | **2.32.2** | To set an example of personal integrity and professionalism | | |
|  | **2.33** | 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** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PERSON SPECIFICATION** | | | |
|  | |  |  |  |
| **Job Title:** | | Building Services Manager |  |  |
| **Grade:** | | GR3 |  |  |

**Method of Assessment**

A.F. = Application Form (Birmingham City Council Support Staff template)

I = Interview

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE**  (Relevant work and other experience) | Experience in caretaking.  Knowledge of maintenance and cleaning techniques.  Organisation of work. | Experience of caretaking and work as BSS  Knowledge of Health and Safety and statutory testing in schools |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Self reliant. With a flexible attitude.  Able to communicate with other members of staff and pupils.  Able to deal with emergency situations and lone working under lone working policy.  Able to accept instructions from Headteacher and other members of staff |  |
| **TRAINING** |  |  |
| **EDUCATION/** **QUALIFICATIONS** |  | City and Guilds (Cleaning Techniques).  NEBSS Manual Supervisors Course. |
| **OTHER INCL WORKING HOURS** | Working hours as required by the school: split hours encompassing a morning and late afternoon shift.  Good health record.  Annual leave to be taken in school holidays as pre-arranged with the Head Teacher. |  |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**

COMPILED BY: Charlotte Taylor, Head Teacher

DATE: 10 September 2019

Shortlisting/Interviewing Panel: Internal by staff and governors