



JOB DESCRIPTION – Assistant Building Services Supervisor

Employee Name:
Date:
Job Title: Assistant Building Services Supervisor
Grade: GR2
Line Management: Building Services Manager
Performance Manager: Building Services Manager
The job description has been extracted from the Birmingham City Council Human Resources Portal.
Hours per week: 36.5 hours - All year-round contract.
Daily hours: Working hours will be based around a two-shift pattern covering the hours of 7.00am - 6.15pm therefore flexibility will be required.

1.0	JOB PURPOSE:	
	1.1	To assist the Building Services Manager (BSM) to provide a clean, safe and secure environment for users of the school buildings and grounds
2.0	DUTIES AND RESPONSIBILITIES:	
	2.1	General
	2.1.1	Security of the school's buildings and grounds
	2.1.2	General maintenance of the schools buildings and grounds under the direction of the BSM
	2.1.3	Deputise for BSM as and when required to cover e.g. holidays or sickness
	2.1.4	Operation of the school's heating plant
	2.1.5	General portorage duties including movement of deliveries, furniture and equipment within the school, within health and safety guidelines
	2.1.6	Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks.
	2.1.7	Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work.
	2.2	Specific
	2.2.1	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 afternoon shift.
	2.2.2	To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
	2.2.3	To ensure any equipment on site is kept in good repair and any damage or faults are reported to the BSM
	2.2.4	Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all waste bins are emptied daily
	2.2.5	Ensure toilets are adequately stocked with toilet requisites and cleaning materials are locked away
	2.2.6	Assist the BSM in the regular checks to ensure fire alarms and all firefighting equipment are in working order
	2.2.7	Make main pathways safe after snow/frost by cleaning/salting as appropriate
	2.2.8	Undertake daily or periodic cleaning of designated areas where applicable
	2.2.9	Changing light bulbs, fluorescent tubes and ensuring clocks are maintained
	2.2.10	Keep drain grids clean and free from debris and other litter on a daily basis
	2.2.11	Assist the BSM in the operation of the heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency.



	2.2.12	Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability.
	2.2.13	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.
	2.2.14	To be responsible for the collection of litter from the grounds including grassed and landscaped areas
	2.2.15	To assist the BSM in the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log.
	2.2.16	To liaise with the BSM regularly regarding issues of Health & Safety, ongoing repairs and maintenance and building projects
	2.2.17	Assist the BSM in carrying out any specific caretaking tasks anywhere in the school if required by operational needs
	2.2.18	Some of the work may need to be done out of doors such as repairs, and security checks in wet weather
	2.2.19	If the school premises are extensively used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the BSM to share with others attendance during lettings for which additional payments will be made in accordance with agreed rates.
	2.2.20	Flexibility in working hours in accordance with the needs of the school
To adhere to the ethos of the school		
	2.3.1	To promote the agreed vision and aims of the school
	2.3.2	To set an example of personal integrity and professionalism
	2.3.3	Attendance at appropriate staff meetings within working hours
	2.3.4	Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school
Performance Management		
	2.4	To participate in appropriate professional development. Adhere to the principle of performance management.
Safeguarding and Data Protection		
	2.5.1	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.
	2.5.2	Adhere to the schools data protection policy.
	2.5.3	Ensure sensitive or confidential information concerning pupils, parents, staff and school business are not discussed inappropriately or with unauthorized people.
Health & Safety		
	2.6.1	To ensure all tasks are carried out with due regard to Health and Safety
	2.6.2	To comply with the requirements of the health and safety at work regulations
	2.6.3	To take reasonable care for the Health and Safety of themselves and for others
	2.6.4	To co-operate with the employer in ensuring that health and safety responsibilities are carried out
Special Conditions of employment		
	2.7.5	This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered.
Supervision Received		
	3.1	Supervising Officer's Job Title: Building Services Manager



3.2	Level of Supervision: Left to work with establishment guidelines subject to scrutiny by supervisor
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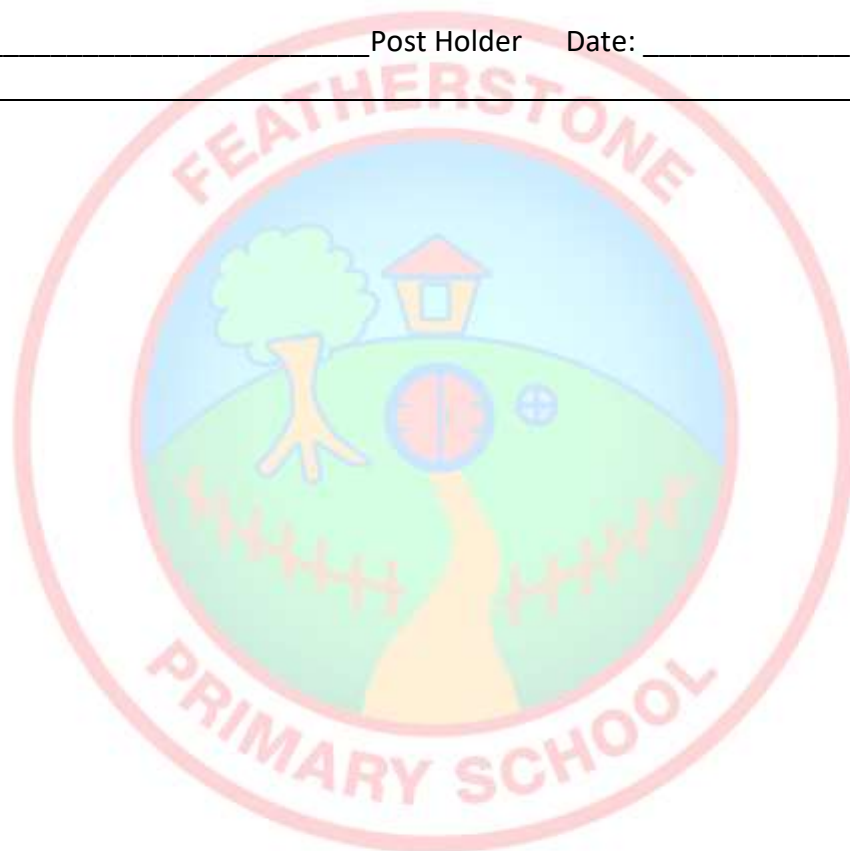
Review and Amendment

- This job description is subject to annual review.
- It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.

Job Description issued by the Headteacher

Signed: _____ Headteacher Date: _____

Signed: _____ Post Holder Date: _____



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