

Building Services Manager: Create Partnership Trust
JOB DESCRIPTION
December 2017
Grade 3

NB. The Board of Directors (Trustees) is referred to in this document as the Board

1. CORE PURPOSE

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

2. DUTIES AND RESPONSIBILITIES

- Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Headteacher/Facilities Manager.
- Carry out general portorage duties for the establishment, within health and safety guidelines.
- Ensure toilets are adequately stocked with toilet requisites and are appropriately cleaned daily.
- Changing lightbulbs, fluorescent tubes and ensuring clocks that are within a working height of 3.35 metres on ladders are maintained and secure. Use of towers for changing lights at a higher level.
- Operation of heating plant and reporting any obvious deficiencies in the heating system as a matter of urgency. The agreed checklist should be followed, contacting emergency helpline directly if appropriate. The Facilities Manager needs to be informed.
- Where appropriate, to avoid 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.
- Audit of supplies and timely orders made of toilet roll, soap, light bulbs etc. to ensure stocks do not run out.
- Responsible for the security of the site and checks of the building outside school hours, including supporting Crown Securities who are the first key holders if alarms are triggered. Crown Securities will contact you if alarm trigger is not intruder related and unable to re-set.
- To be responsible for ensuring that the buildings, including mobile classrooms and sports hall are 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 business manager to ensure access to appropriate cleaning and catering areas.
- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift, to do a sweep of the school site for anything untoward i.e. dead vermin etc.
- To liaise with users of the building as appropriate to facilitate additional usage of the building, outside usual educational hours (e.g. Election Day, Parents' Evening, Trust Board meetings).
- Regular checks to ensure fire alarms, all fire-fighting equipment, electrical equipment, CCTV and shutters are in working order along with outdoor playground equipment and emergency lighting to endure compliance with Health and Safety regulations
- 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.
- Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime for self or and/or others as appropriate.

- To be responsible for repairs and general maintenance and ensure that they are carried out (this excludes major building works) within the delegated budget. This excludes major building works.
- Ensure that the appropriate equipment on the site is available and ensuring the equipment receives correct repair and maintenance.
- 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.
- Where applicable in consultation with the Facilities Manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements.
- Ensure all outside steps, play grounds and approaches are kept in a clean condition and all outdoor bins are emptied at least twice weekly.
- Keep drain grids clean and free from debris and other litter on a daily basis.
- Keep guttering clear.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate.
- Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable.
- 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.
- To liaise with the Facilities Manager regularly and at least once each half term regarding issues of Health & Safety, on-going repairs, maintenance and building projects.
- 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).
- To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH).
- 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 following school and the Trust's policies and procedures.
- To undertake appropriate professional development including adhering to the principle of appraisal.
- To adhere to the ethos of the school and Trust.
- To promote the agreed vision and aims of the school and Trust.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school and Trust.
- Expected to be present long enough before and after each session to ensure good communication, preparation and completion of work.

3. DUTIES AND RESPONSIBILITIES

- Accountable for all elements outlined in the job description.
- Responsible to CEO/Executive Headteacher/Headteacher/Facilities Manager.
- Performance reviewed by Facilities Manager (mid-year review) and by Headteacher and Facilities Manager (end of year review).
- Subject to performance-related pay in line with the Trust's pay policy.

4. SPECIAL CONDITIONS OF EMPLOYMENT

4.1 Rehabilitation of Offenders Act 1974

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- Appointment is subject to an enhanced DBS (Disclosure and Barring Service) disclosure and any relevant convictions, cautions and reprimands being considered.
- The jobholder must disclose any convictions, cautions or reprimands which have been acquired after DBS clearance has taken place. If this does not occur, the jobholder may be managed in accordance with the Trust's Disciplinary Procedure.

- Further information about the Disclosure and Barring Service is available from www.homeoffice.gov.uk/dbs.
- 4.2 Health and safety**
 - The jobholder is required to exercise duty of care by taking responsibility for her/his own health and safety and that of others, who may be affected by their acts or omissions (failure to act).
- 4.3 Equality and inclusion**
 - The Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment.
- 4.4 Safeguarding**
 - The jobholder is expected to observe her/his obligations in accordance with the Safeguarding Policy and to report any concerns that they might have regarding any child's welfare to the appropriate person.
- 4.5 Staff code of conduct**
 - The postholder is expected to observe the staff code of conduct and be a role model for others.
- 4.6 Security of information**
 - The jobholder is expected to observe all legislation and professional guidance in relation to data protection and confidentiality.
- 4.7 Right to work**
 - The jobholder must have permission to live and work in the UK.