

JOB DESCRIPTION

Job Title: Building Services Manager **Job No:**

Grade: GR3 **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/School 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. In the event of an emergency break in or intruder situation, to attend the site outside of normal hours and to take appropriate action, including, where possible, making the premises secure.
- 2.3 To be responsible for ensuring that the building is open at the commencement of the morning shift and 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 contractor's representative and liaison with cleaning contractors and staff members to ensure access to appropriate cleaning and catering areas.
- 2.4 To manage the onsite cleaning staff, ensuring appropriate cover for cleaning at all times and be responsible for the performance management of these staff.

- 2.5** To be familiar with the procedures as laid down by the Local Authority and the Governing Body as they relate to fire, flood, breaking and entering, major damage or incident and to react accordingly, in consultation with the Headteacher and School Business Manager, by providing safe access and exit to the premises and site.
- 2.6** To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- 2.7** To report any unusual occurrence to the appropriate emergency or other services and inform officer/members of staff as appropriate.
- 2.8** To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.
- 2.9** 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.
- 2.10** To supervise the site and cleaning teams 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.
- 2.11** Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime.
- 2.12** Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance.
- 2.13** Carry out general portage duties for the establishment, within health and safety guidelines.
- 2.14** Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily.
- 2.15** Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning.
- 2.16** To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH).
- 2.17** To safely maintain all cleaning materials and stock.

- 2.18** Regular checks to ensure fire alarms and all fire fighting equipment, CCTV and shutters are in working order.
- 2.19** Make main pathways safe after snow/frost by cleaning/salting as appropriate.
- 2.20** Undertake individually defined cleaning duties.
- 2.21** 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).
- 2.22** Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.
- 2.23** To carry out regular electrical testing in accordance with regulators (operational).
- 2.24** Ensure lights and other equipment are switched off as appropriate.
- 2.25** Ensure flat roofs are cleared of debris, e.g., play equipment.
- 2.26** Keep drain grids clean and free from debris and other litter on a daily basis.
- 2.27** 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).
- 2.28** 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.
- 2.29** To facilitate use of the site for polling purposes, for which extra payment for additional duties may be claimed.
- 2.30** Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works.

- 2.31** 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.
- 2.32** To be responsible for the collection of litter from grassed and landscaped areas.
- 2.33** To check that the premises are up to the correct temperature by the designated time and that adequate hot water is available and appropriate action taken, including monitoring, where necessary.
- 2.34** 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, as well as up-to-date, relevant health and safety risk assessments.
- 2.35** To be the point of contact for all building and site contractors and agencies and monitor their standard of work in the day to day running of site building projects, within agreed tolerances as set by the Governing Body and the Headteacher and in consultation with the School Business Manager.
- 2.36** Ensure satisfactory receipt and distribution, collection and despatch of premises related goods to and from the school.
- 2.37** Organise and participate in the movement of furniture within the building.
- 2.38** 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.
- 2.39** To adhere to the ethos of the school
 - 2.39.1** To promote the agreed vision and aims of the school.
 - 2.39.2** To set an example of personal integrity and professionalism.
 - 2.39.3** Attendance at appropriate staff meetings and parents' evenings.
- 2.40** 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:

3.1 Supervising Officer's Job School Business Manager

3.2 Level of supervision: Left to work within established guidelines subject to scrutiny by supervisor

4.0 **SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised i.e., through others)

Post Title	Grade	No of Posts	Level of Supervision
Site Assistant	G2	1	Regularly supervised with work checked by supervisor
Cleaners	G1	5	Regularly supervised with work checked by supervisor

5.0 **SPECIAL CONDITIONS OF SERVICE**

5.1 Rehabilitation of Offenders Act 1974

5.1.1 This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

5.1.2 Appointment is subject to an enhanced DBS disclosure and any convictions, cautions or reprimands being considered.

5.1.3 The jobholder must disclose any convictions, cautions or reprimands which have been acquired after the DBS clearance has taken place, If this does not occur, the jobholder may be managed in accordance with the school's Disciplinary Procedure.

5.1.4 Further information about the DBS is available from www.homeoffice.gov.uk/dbs

5.2 Health and safety

5.2.1 The jobholder is required to exercise duty of care by taking responsibility for his/her own health and safety and that of others who may be affected by his/her acts or omissions (failure to act).

5.3 Equality and inclusion

5.3.1 The school is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment.

5.4 Safeguarding

5.4.1 The jobholder is expected to observe his/her obligations in accordance with the school's Safeguarding Policy and to report any concerns that s/he may have regarding any child's welfare, to a Designated Safeguarding Lead.

5.5 Staff Code of Conduct

5.5.1 The jobholder is expected to observe the staff code of conduct and be a role model for others.

5.6 Security of Information

5.6.1 The jobholder is expected to observe all legislation and professional guidance in relation to data protection and confidentiality.

5.7 Right to work

5.7.1 The jobholder must have permission to live and work in the UK.

5.8 Working time

5.8.1 Specific working days and hours identified as part of the employment contract.

5.8.2 Some flexibility required in order to be present during parents' evenings or other after school event and to receive time off in lieu (TOIL) by negotiation with the Headteacher.

5.8.3 Expected to be present long enough before and after each session to ensure communication, preparation and completion of work.

5.8.4 Entitled to a lunch break in the middle of the day at a time agreed with the Headteacher.

5.8.5 Supported by the school to be given appropriate time, funding, training and resources to discharge his/her role effectively.

5.8.6 Annual leave to be booked at the start of the financial year (April), in consultation with the School Business Manager, and to be taken during school holiday periods.

PERSON SPECIFICATION – BUILDING SERVICES MANAGER (GR3)

Method of Assessment (M.O.A.)

1 = Written Application

2 = Documentary evidence

3 = Interview process

4 = References

CRITERIA	ESSENTIAL	Assessment focus
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none">• Good standard of general education including English and Maths.• Relevant trade qualifications to at least NVQ level 2 or equivalent, e.g., City and Guilds (Cleaning Techniques), NEBSS Manual Supervisors Course.• Specialist knowledge.	1, 2
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none">• Experience in caretaking and cleaning work in a school.• Working knowledge and understanding of Health and Safety Legislation, and other relevant codes of practice, as it applies to schools.• Up-to-date working knowledge of maintenance and cleaning techniques.• Organisation and prioritisation of own work.• Experience of organising and effectively supervising a staff team.	1, 3, 4

SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016. • Good general DIY skills and knowledge. • IT literacy – experience of communicating effectively via email, and ability to use Word and Excel. • Ability to lift and carry items and demonstrate a good level of occupational fitness. • Ability to record in a systematic way, e.g., maintain log books accurately, and provide audit trails for compliance where appropriate. • Ability to undertake administrative tasks including budget monitoring. • Knowledge of COSHH. • Good interpersonal and organisational skills. • Ability to present clear and straightforward reports. • Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate. • Ability to work without supervision, and under pressure. • Ability to lead and motivate self and staff team effectively. • Ability to communicate effectively with all school stakeholders and develop good working relationships. 	1, 2, 3, 4
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	<ul style="list-style-type: none"> • Flexible approach/ attitude. • Ability to deal with emergency situations. • Ability to accept instructions from Headteacher or School Business Manager as appropriate. 	
TRAINING	<ul style="list-style-type: none"> • Willingness to undertake further training as appropriate, including regular Duty Holder training and Asbestos Management training. 	1, 3
OTHER	<ul style="list-style-type: none"> • Available for duty as necessary during opening hours of establishment. • Good health record. • Ability to undertake manual work and to perform tasks included in the job description. • Availability for call-out duties (e.g., late locking up, to respond to alarms or site emergencies). • Willingness to wear protective clothing as supplied. • Willingness to maintain confidentiality on all school matters. • A good sense of humour. 	1, 3, 4

ALL STAFF ARE EXPECTED TO BE COMMITTED TO BIRMINGHAM CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY.