



Archdiocese of Birmingham

# ST. MARY'S CATHOLIC PRIMARY SCHOOL

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Headteacher: Miss H.M. Cusack M.Ed.



## **Building Services Manager**

### **Job Description**

#### **Grade: GR3**

#### **1. Job Purpose**

- 1.1 To be responsible for the management of the overall provision of security, janitorial , building 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. Key Responsibilities**

- 2.1 Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Headteacher/Deputy Head/SBM
- 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 hold keys for the school and 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. To carry out daily risk assessments of the site and respond appropriately
- 2.5 To supervise cleaning staff 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

- 2.6 Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime
- 2.7 Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance
- 2.8 Order cleaning materials and equipment
- 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 Carry out general portage duties for the establishment, within health and safety guidelines
- 2.11 Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.12 Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning
- 2.13 To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- 2.14 Regular checks to ensure fire alarms, all fire fighting equipment, emergency lighting, security alarms and CCTV are in working order
- 2.15 Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.16 Undertake individually defined cleaning duties, where applicable
- 2.17 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 and contractor's representatives)
- 2.18 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters
- 2.19 Maintain records, information and data as appropriate, including meter readings
- 2.20 To receive training and carry out regular electrical testing (operational) in accordance with regulators, i.e. PAT Testing

- 2.21 Keep drain grids clean and free from debris and other litter on a daily basis
- 2.22 Operation of heating plant 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 To facilitate use of the site for polling purposes; opening and closing the school
- 2.25 Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works
- 2.26 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.
- 2.27 To be responsible for the collection of litter from grassed and landscaped areas
- 2.28 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.
- 2.29 To liaise with the SBM on a weekly basis and with the Headteacher/ Deputy Head/SBM at least once each half term regarding issues of Health and Safety, ongoing repairs, meter reading, maintenance and building projects
- 2.30 Undertake regular safety audits of the premises, including risk assessments
- 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

### 3. Supervision Received

Supervising Officer's Job Title: Strategic Business Manager

Level of supervision:

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

### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Cleaners	GR1	3	2

### 5. Special Conditions

- 5.1 None

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	Desirable	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		City and Guilds (Cleaning Techniques). NEBSS Manual Supervisors Course. Recruitment and Selection Course.	AF/C
<b>Experience</b> Relevant work and other experience	Knowledge of buildings maintenance and cleaning techniques. Organisation of work/time management skills. Organisation and supervision of staff (where appropriate).	Experience of caretaking and cleaning work as either fulltime BSS/Shift Supervisor or part time BSS.	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	Self-reliant. Able to motivate self and staff. Able to communicate effectively with other members of staff. Flexible approach/ attitude. Able to respond to emergency situations appropriately. Able to respond to instructions from Headteacher, Deputy Head or SBM in an efficient & effective manner.		AF/I
<b>Training</b>	Willingness to undertake training as appropriate.		AF/I
<b>Other</b>	Available for duty, as necessary, during opening hours of establishment. Available for call-out duties, out of hours (e.g. to respond to alarms)		AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Compiled/Reviewed by: H. Cusack, J. Blaney, T. Vincent

Date: 18/07/2017