



# JOB DESCRIPTION

<b>CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	<b>This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	<b>LOWFIELD PRIMARY</b>
<b>POST TITLE</b>	<b>BUILDINGS SUPERVISOR</b>
<b>ROLE PROFILE</b>	<b>EO2S</b>
<b>TOOLKIT JOB REF NUMBER</b>	<b>ToolkitJD-9e</b>
<b>GRADE</b>	<b>4 (inclusive of JWCs)</b>
<b>RESPONSIBLE TO</b>	<b>Line Manager as defined in staffing structure</b>
<b>RESPONSIBLE FOR</b>	<b>As defined in staffing structure</b>
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	<b>TO PROVIDE A SERVICE TO THE SITE CONSISTING OF SECURITY OF PREMISES, LIGHTING, HEATING, CLEANING, MAINTENANCE AND OPERATION OF PLANT, PORTERAGE AND HANDY PERSON DUTIES. TO PROVIDE AN EFFICIENT SUPPORT SERVICE TO THE SITE USERS AND COMMUNITY GROUPS. ASSIST WITH ADMINISTRATION OF DEFINED BUDGETS AND PREMISES RELATED ISSUES</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	

## **JOB DESCRIPTION FOR POST OF:- BUILDINGS SUPERVISOR**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **Security of premises**

1. To act as primary keyholder.
2. Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
3. Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
4. Lock/unlock premises and check for vandalism/break-ins.
5. Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
6. Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
7. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
8. Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
9. Make safe gas, water and electric power when locking up.

#### **Cleaning tasks**

1. Responsible for the day to day cleaning of a designated area of the building and site in conjunction with the relevant agreement.

2. To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
3. Responsible for the periodic stripping and resealing of hard surface floors.
4. Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
5. Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
6. Monitor and provide reports on cleaning standards and follow up.
7. Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
8. Transport refuse to bin/skip areas from agreed collection points.
9. Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
10. Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
11. Clear snow off main paths steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
12. To clean high/walls/internal windows.

### **General duties**

1. Responsible for effective supervision and co-ordination of assistant caretaker(s) to meet the needs of the establishment.
2. Provide induction training and continual guidance to familiarise any Assistant Caretakers with agreed procedures and working practices.
3. To impart special skills and knowledge to other colleagues as appropriate.
4. Maintain close working relationship with the bursar, staff and liaise with establishment users as necessary.
5. Carry out portering duties as required including receipt of goods and

supplies.

6. Regularly check, unblock, and clean drains, manholes and gullies.
7. Set out/put away furniture and equipment for functions, meetings and exams.
8. Arrange temporary signs in car parks and buildings as necessary.
9. Deal with lost property in accordance with agreed procedure.
10. School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
11. Remove weeds from paths, steps and playground/yard edges.

### **Administration**

1. Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker.
2. Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
3. Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.
4. Certification, completion of necessary time sheets, letting sheets, sickness/ absence records/holiday records and events diary
5. Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- 6.\* Assist with control and administration of defined budget \* headings i.e. Maintenance, Grounds Maintenance, Cleaning and Utilities for the school site.
- 7.\* Assist with the development of school lettings programme. Liaise with relevant Education Officers and Council Agencies as necessary.
8. To monitor all energy and water services usage and to be aware of the spending under these budget headings and liaise with the bursar accordingly.
- 9.\* Responsible for obtaining equipment and supplies and ensuring sufficient and \* proper use of fuel, materials and equipment provided in

relation to the job of caretaking and cleaning.

10. Accompany Clerical Staff with internal transfer of cash. Pay into bank school cash as required.
11. Buildings Supervisor to provide sickness/absence cover for Assistant Caretakers.
12. Assistant Caretaker to provide sickness/absence cover for the Building Supervisor where applicable.

### **Maintenance**

1. To monitor all contractors personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.
2. Maintain and refer to the Log Book for maintenance jobs to be undertaken.
3. To identify and report any repairs, maintenance or replacements that require rectification.
- 4.\* Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary.
5. To carry out basic maintenance work following appropriate training.
6. To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.
7. To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building, equipment and furniture.

i.e. General maintenance of building:-

Plumbing i.e. leaking taps

Joinery i.e. boarding up broken windows

Painting/Decorating

Plastering to small areas.

Reglazing to ground floor level.

Electrical i.e. make safe broken light switch/sockets/ plugs.

Tape over or isolate from further use. Report repair at earliest opportunity.

Gas Leaks etc isolate, turn off gas supply Report repair at earliest opportunity

Others as necessary within the capabilities of the postholder.

8. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse. Make up extension leads. Check and replace faulty light bulbs, tubes and starters on a regular basis.
9. Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.

**DO NOT CARRY OUT ANY REPAIRS TO FUSE BOARDS.**

- Ensure power supply is switched off when working on any appliance.
- Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
- If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity

**THE ABOVE RELATES TO EDUCATION/SCHOOL PROPERTY ONLY**

**Boiler Room/Energy Conservation/Heating Systems**

**General duties**

1. Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
2. Ensure boiler room, heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
3. Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary
4. Daily check of water temperatures and calorifiers.
5. Daily check of boiler temperatures and shut down procedures.
6. Check fuel stocks, stock levels, worm feeders and sheer pins.
7. Clean out bins, chutes and boiler flues, dispose of clinker and ashes in appropriate containers.
8. Stoke up hand fed hoppers (daily).
9. Clean out boiler houses / rooms, gas warm air heating cupboards.

10. Sweep yards after coal deliveries. Remove spillages after oil deliveries.
11. Switch on/off electric fans and gas heaters.
12. Switch over pumps.
13. Top up oil levels where appropriate.
14. Check and maintain boilers, update maintenance repair book.
15. Maintain grease boxes. Using worming systems where fitted / and check periodically.
16. Re-light pilot lights as necessary.

To undertake any other duties and responsibilities as may be determined after negotiations between management, the post holder and appropriate trade unions

To undertake any necessary courses or training as appropriate for the post.

Site specific issues, duties and responsibilities add as required.

#### **Driving duties (optional)**

1. To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
2. Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc
3. Ensure minibus is kept in a clean and orderly condition.
4. To fuel minibus as required.
5. To deliver minibus for servicing and repairs.
6. To collect goods as required.

#### **Ground maintenance duties (optional)**

1. Weeding of flower beds, tubs, and prestige areas.
2. Weeding of shrub beds. Prune shrubs using appropriate equipment.
3. Grass cutting to small areas of grass, i.e. frontage of school or prestige areas.

**N.E. Ensure relevant advice is sought from Health and Safety section if considering use of mechanical/electrical appliances.**

**Pool duties**

Pool duties, test water, check filtration, clean pool in accordance with laid down procedures.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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