



Bloomsbury Nursery School

Building Services Supervisor

Job Description

Grade: GR2

1. Job Purpose

- 1.1 To be responsible for the management of the overall provision of custodial, janitorial and cleaning services at the school.
- 1.2 To be responsible for the management of the repairs and maintenance of the school site

2. Key Responsibilities

- 2.1 Be responsible for the efficient and effective running of the site including school grounds maintenance
- 2.2 To manage building projects within agreed tolerances as set by the Governing Body and the Headteacher and in consultation with the , i.e. obtaining quotations, determining timing of work and costs within the parameters of the School Improvement Plan
- 2.3 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
- 2.4 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 evening shift dependent on shift pattern, including, where required, the allocation and receipt of

keys to the contractor's representative and liaison with cleaning contractors and the to ensure access to appropriate cleaning areas

- 2.5 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift
- 2.6 Where applicable in consultation with the to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- 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 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
- 2.9 Carry out general portage duties for the establishment, within health and safety guidelines
- 2.10 Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.11 Ensure toilets are adequately stocked with toilet requisites
- 2.12 Regular checks to ensure fire alarms and all fire fighting equipment are in working order
- 2.13 Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.14 Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable
- 2.15 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)

- 2.16 Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, that are within a working height of 11 feet.
- 2.17 Keep drain grids clean and free from debris and other litter on a daily basis
- 2.18 Reporting of any obvious deficiencies in the heating system as a matter of urgency
- 2.19 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
- 2.20 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.
- 2.21 Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works
- 2.22 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.
- 2.23 To be responsible for the collection of litter from grassed and landscaped areas
- 2.24 To be responsible for the management of health and safety regarding premises and to keep a log of all statutory compliance and safety issues including maintenance of the fire log

- 2.25 To liaise with the Head teacher/ School Business Manager regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs and maintenance and building projects
- 2.26 To adhere to the ethos of the school
 - 2.26.1 To promote the agreed vision and aims of the school
 - 2.26.2 To set an example of personal integrity and professionalism
 - 2.26.3 Attendance at appropriate staff meetings and parents evenings
- 2.27 Such other duties as may be commensurate with the grade and nature of the job

3. Supervision Received

Supervising Officer's Job Title: School Business Manager

3.1 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)

5. Special Conditions

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Applica tion Form	C Certificate	I Interview	T Test or Exercise	P Presenta tion
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience	Ideally an experience of Building Services Supervision within a school setting, or other relevant experience in a similar role	AF
Skills & Ability	An 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	AF/I
Training	Recent experience of Duty Holder / COSHH / Fire Marshal training would be desirable	AF/I
Other		

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

Reviewed by: _____

Date: _____