



JOHN WILLMOTT SCHOOL

JOB DESCRIPTION: BUILDING SERVICES MANAGER

GRADE: GR3

SALARY: £19,430 - £24,964

SPECIAL CONDITIONS:

The post holder will be required to work on a shift basis and at weekends with time off during the week. The shift pattern rotates between earlies starting at 5.45am and finishing at 1.50pm and lates starting at 12.55pm until 9.00pm.

MAIN PURPOSE OF JOB:

- To support the Site Manager / Head Teacher in the maintenance and security of the School buildings and grounds.

Duties and Responsibilities

- To be responsible for ensuring that the buildings are open at the commencement of the morning shift and / or that they have been secured at the end of the evening shift.
- To be a designated key holder for the site.
- Responsible for the security of the site, including the operation of security alarms and to respond to issues as appropriate.
- To ensure that buildings have been checked for vandalism and break-ins when opened at the commencement of the morning shift, taking appropriate action as required.
- Ensure, through daily liaison with the contractor's representative, that the cleaning contractor's work force completes all tasks assigned in the specification and to report to the contractor any uncompleted operation.
- 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.
- Carry out general portering duties for the establishment.
- Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all waste paper receptacles are emptied as necessary.

- Ensure toilets are adequately stocked with toilet requisites, i.e. soap, hand towels, toilet rolls, etc.
- Support the evacuation of the site as necessary, i.e. fire drills
- Undertake regular checks to ensure fire alarms and all fire fighting equipment is in working order, reporting faults as necessary.
- Make main pathways safe after snow / frost by cleaning / salting as appropriate.
- At the direction of the Site Manager undertake individual cleaning duties, including internal and external areas, as applicable.
- Be responsible for the prompt, safe, cleaning of areas affected by body and / or other spillages, as necessary.
- 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, contractor's representatives, etc).
- Preparing the rooms, including the Main Hall, for events, i.e. setting out chairs and / or tables for parents evenings, etc
- Preparing rooms for examinations and clearing as necessary, i.e. setting out and taking down chairs and tables
- To support the Site Manager in the supervision of maintenance and building projects as necessary.
- Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, that are within a working height of 11 feet.
- Cleaning of internal windows that are within a working height of 11 feet.
- Keep drain grids clean and free from debris and other litter on a daily basis.
- Operation of heating plant and reporting any obvious deficiencies in the heating system as a matter of urgency.
- The reasonable movement of furniture as appropriate, excluding the movement of pianos from floor to stage or vice versa).
- To supervise lettings in accordance with School Policies, and in accordance with the lettings agreement 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 that fall outside of agreed working hours).
- Carry out minor repairs and maintenance to the buildings / grounds. This excludes major building or specialist works.
- 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.
- To be responsible for the collection of litter.
- To liaise with the Site Manager regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs and maintenance and building projects.
- To assist in the maintenance of outside gardens and grounds.
- To deputise for the Site Manager as necessary.
- Ensure that all work carried out by themselves or those they supervise is completed with due observance to appropriate Health and Safety at Work requirements.

- Such other duties as may be commensurate with the grade and nature of the job.

Supervision Received

Supervising Officer: Site Manager

PERSON SPECIFICATION:

- Being able to work as part of a team with a flexible attitude
- Have experience of site security and property management
- Have a proactive approach
- Be organised and have good communication skills
- Have experience of grounds / garden maintenance work and of successfully completing minor repairs and maintenance tasks
- Have experience of Health and Safety legislation and the implementation thereof
- Have experience of utilising ICT / CCTV to assist in security and property management