

JOB DESCRIPTION

Job Title: Assistant Building Services Supervisor

Grade: GR2

No of Posts: 1

1.0 JOB PURPOSE:

- 1.1** To assist the Building Services Manager to provide a clean, safe and secure environment for users of the school buildings and grounds

2.0 DUTIES AND RESPONSIBILITIES:

2.1 General

- 2.1.1** Security of the school's buildings and grounds
- 2.1.2** Deputise for BSM key holidays
- 2.1.3** Operation of the school's heating plant
- 2.1.4** General portorage duties including movement of furniture and equipment within the school
- 2.1.5** Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- 2.1.6** Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- 2.1.7** Deputise for the BSM when required
- 2.1.8** To carry out light gardening duties
- 2.1.9** Ensure safe operation and management of the school's swimming pool.

2.2 Specific

- 2.2.1** The post holder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the BSM in the full range of caretaker duties and anywhere in the school if required by operational needs
- 2.2.2** Some of the work may need to be done out of doors such as repairs, and security checks in wet weather
- 2.2.3** The post holder will be expected to work additional hours if required to cover for holidays and absence, this will be paid in accordance with agreed rates.

2.3 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.

2.4 To ensure all tasks are carried out with due regard to Health and Safety

2.5 To undertake appropriate professional development including adhering to the principle of performance management.

2.6 To adhere to the ethos of the school

2.6.1 To promote the agreed vision and aims of the school

2.6.2 To set an example of personal integrity and professionalism

2.6.3 Attendance at appropriate staff meetings and parents evenings

2.7 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 Title:** Building Services Manager

3.2 LEVEL OF SUPERVISION

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

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

Post Title	<u>Grade</u>	<u>No of Posts</u>	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2