

PERSONNEL SPECIFICATION

POST: Building Supervisor (without supervision)

LOCATION: Scarva Primary School

REF NUMBER: S10022

	Essential Criteria (Minimum)	Desirable Criteria (Subject to enhancement at the determination of the panel)
1. Qualifications		
2. Experience	<p>Minimum of 1 year's experience working as a building supervisor, caretaker or similar role in a medium/large building (similar is defined as: a job whose main roles are the security, cleaning and operation of mechanical and electrical services in a building);</p> <p>Previous responsibility for security of building, opening/closing and keyholder duties.</p>	Experience in keeping and maintaining stock records.
3. Knowledge	<p>Knowledge of building cleaning methods and the use of electrical cleaning machinery e.g. floor polishing equipment;</p> <p>Awareness of Health and Safety legislation and practices.</p>	Knowledge of mechanical and electrical services such as boiler/heating equipment and monitoring of fuel, electrical and/or water usage.
4. Skills		Good interpersonal and communication skills.
5. Personal qualities	<p>Ability to work as part of a team or alone;</p> <p>Willing to work mornings, afternoons, evenings and weekends as necessary.</p>	Ability to work with the public.

SOUTHERN EDUCATION AND LIBRARY BOARD

JOB DESCRIPTION FOR BUILDING SUPERVISOR (with no supervision)

Responsible to

Designated Line Manager or other Authorised Person.

Job Purpose

To provide cleaning and non-cleaning services under the direction of the designated Line Manager or other Authorised Person and in accordance with the practices and procedures of the Board.

Main Duties And Responsibilities

1.0 Security

- 1.1 Security of the Premises (including school meals accommodation) and its contents.
- 1.2 Open and close the premises and grounds, except in circumstances where the employing Board/designated Line Manager or other Authorised Person authorises another person to do so.
- 1.3 Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.
- 1.4 Safe custody of the keys of the premises, the allocation of keys to Cleaning staff (where appropriate) and ensuring that keys used by the Cleaning staff are returned at the end of each working day.
- 1.5 Operate and monitor Security Camera System including changing and storing of used tapes where appropriate.
- 1.6 Operate Fire Alarm, Burglar Alarm and Building Security Systems and report any faults.
- 1.7 Attend after-hour break in and vandalism at the premises and ensure that the premises are secure and cleaned at the earliest opportunity when clearance has been given and any unauthorised entry or damage is reported to the designated Line Manager or other Authorised Person.
- 1.8 During normal working hours report any suspicious activity of persons immediately to the designated Line Manager or other Authorised Person to ensure a safe working environment for building users.
- 1.9 Any breach of security must be reported to the designated Line Manager or other Authorised Person. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with the Board's Policy.
- 1.10 Apply grit/rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice.

2.0 Mechanical and Electrical Services

- 2.1 Efficient operation of the boiler/heating system ensuring value for money and energy conservation in accordance with the Board's Policy.
- 2.2 Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation where there are common services.
- 2.3 Ensure adequate fuel is requisitioned in good time.

- 2.4 Monitor and document the usage of fuel, water and electricity.
- 2.5 Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.
- 2.6 Inspect and report any defects on fire fighting equipment to the designated Line Manager or other Authorised Person.
- 2.7 Chemically dose, clean and maintain water levels of any swimming/hydrotherapy pools.

3.0 Cleaning

- 3.1 Clean the premises except the accommodation used solely for School Meals purposes.
- 3.2 Plan, organise and control the work of Cleaning staff (if appropriate) to ensure that Board standards are met, it being understood that the Building Supervisor personally undertakes cleaning duties.
- 3.3 Plan periodic work in consultation with service users and report plans to the designated Line Manager or other Authorised Person.
- 3.4 Recommend and implement changes in work procedures in accordance with the designated Line Manager or other Authorised Person to improve economy, standards or ease of operation.
- 3.5 Monitor suitability and performance of materials and light equipment and advise the designated Line Manager or other Authorised Person where these are inappropriate for the task.
- 3.6 Ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter.
- 3.7 Ensure that all external surface drains and gullies and kitchen grease-traps within the building complex are free flowing and clean by removing obstructions up to 3.35m.
- 3.8 Ensure that bins within the building complex are washed and cleaned (including school meals bins).
- 3.9 Empty on a daily basis litter bins within the building complex.
- 3.10 Provide an ongoing cleaning service to the entire premises to deal with such things as spillage, flooding, midday toilet cleaning, litter or any cleaning problem associated with weather conditions.
- 3.11 Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
- 3.12 Daily inspection of sandpits and removal of sand from fouled areas.
- 3.13 Clean and replace contents of sandpits and paddling pools as required by the designated Line Manager or other Authorised Person.
- 3.14 Clean external signs, light covers, and notices up to 3.35 m.
- 3.15 Clean non-electrical fittings on all portable heating and ventilation equipment.
- 3.16 Ensure that adequate supplies of materials and light equipment are requisitioned and maintained at appropriate levels within the budget allocated and that equipment is kept in good condition, used and stored correctly.
- 3.17 Ensure that all defects in cleaning equipment are reported to the designated Line Manager or other Authorised Person.
- 3.18 Prepare the premises for after-school activities, clean and prepare the school for its normal use.
- 3.19 Direct and clean all internal fixed glass surfaces up to 3.35 metres using the appropriate equipment provided to ensure safe working conditions.
- 3.20 Ensure Cleaning staff wear Personal Protective Equipment and/or Workwear when provided.
- 3.21 Ensure that the cleaning standards within the premises meet the Board's Standards. (Where appropriate) investigate complaints in respect of the cleaning provision, take

corrective action and where appropriate advise the designated Line Manager or other Authorised Person.

4.0 Porterage

- 4.1 Receipt and transport of stores and materials and other goods including school meals and school milk materials that have been delivered to the building premises and their distribution to and from appropriate points of storage.
- 4.2 Despatch laundry, goods and other materials from the building.
- 4.3 Where part of the school premises are used dually for the consumption of food and educational purposes the Caretaker will be required to assist with the setting out and removal of tables and chairs and will be responsible for the cleaning of the room (Other staff being responsible for the removal of food debris and litter from the tables and the room).
- 4.4 To transport all refuse bins to and from their collection point.
- 4.5 Prepare rooms for examinations and other purposes.

5.0 Administration

- 5.1 Prepare reports on the cleaning of premises and any defects in the premises externally and internally.
- 5.2 Organise as authorised by the designated Line Manager or other Authorised Person the employment of outside contractors or workmen using the Board's Reporting System and monitor their presence reporting any deviation from their work routine.
- 5.3 Complete all paperwork associated with the post and writing reports when required.
- 5.4 Maintain records of consumable stocks and inventory of equipment.
- 5.5 Ensure that defects in electrical floor equipment are reported immediately to the designated Line Manager or other Authorised Person and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely.
- 5.6 Ensure that all records in respect of staff attendance, holidays absence are completed, authorized and returned to the Board in good time.

6.0 Handyperson Duties

- 6.1 Within the competence of the post-holder.

7.0 General Conditions

- 7.1 All duties must be carried out to comply with:
 - (a) The Health and Safety at Work (NI) Order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) COSHH Regulations
 - (d) Codes of Practice.

8.0 Training

- 8.1 Building Supervisors will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.
- 8.2 Building Supervisors will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the authority for the higher level duties to be carried out.

8.3 Building Supervisors will carry out Induction and Refresher training of Cleaning staff (if appropriate), keeping a record of such training.

9.0 Elections

9.1 In the event of a school being used for election purposes the Building Supervisor will be required to carry out such duties relating to elections as are determined by the Joint Negotiating Committee. Copies of the precise nature of these duties will be issued when required.

10.0 Other Duties

10.1 Falling within the purview of the grade as required.

11.0 Salary Rate

Scale 3 Spinal Points 14 - 17

It is acknowledged that the contents of this generic job description are not subject to appeal.

POST EVALUATED – April 2003