

Abbey Christian Brothers' Grammar School

Job Description

For

Building Supervisor (with supervision)/School Lettings Officer

Responsible to

Bursar

Responsible for

The supervision of the Cleaning staff including normal administrative processes.

Job Purpose

To provide on site supervision, cleaning and non-cleaning services under the direction of the Bursar and in accordance with the practices and procedures of the School.

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 Bursar or Headmaster 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 retained in a safe and secure place.
- 1.5 Operate Fire Alarm, Burglar Alarm and Building Security Systems and report any faults.
- 1.6 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 Bursar.
- 1.7 During normal working hours report any suspicious activity of persons immediately to the bursar to ensure a safe working environment for building users.
- 1.8 Any breach of security must be reported to the Bursar. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with the School's Policy.
- 1.9 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 School's Policy.
- 2.2 Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation.
- 2.3 Monitor and document the usage of fuel, water and electricity.
- 2.4 Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.
- 2.5 Inspect and report any defects on fire fighting equipment to the Bursar.

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 to ensure the School standards are met, it being understood that the Building Supervisor personally undertakes cleaning duties.
- 3.3 Recommend and implement changes in work procedures in accordance with the Bursar to improve economy, standards or ease of operation.
- 3.4 Monitor suitability and performance of materials and light equipment and advise where these are inappropriate for the task.
- 3.5 Ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter.
- 3.6 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.
- 3.7 Ensure that bins within the building complex are washed and cleaned (including school meals bins).
- 3.8 Empty on a daily basis litter bins within the building complex.
- 3.9 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.
- 3.10 Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
- 3.11 Clean external signs, light covers, and notices up to 3.35m.
- 3.12 Clean non-electrical fittings on all portable heating and ventilation equipment.
- 3.13 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.
- 3.14 Ensure that all defects in cleaning equipment are reported to the Bursar.
- 3.15 Prepare the premises for after-school activities, clean and prepare the school for its normal use.

- 3.16 Direct and clean all internal fixed glass surfaces up to 3.35m using the appropriate equipment provided to ensure safe working conditions.
- 3.17 Ensure cleaning staff wears Personal Protective Equipment and/or Work wear when provided.
- 3.18 Ensure that the cleaning standards within the premises meet the School's Standards. (Where appropriate) investigate complaints in respect of the cleaning provision, take corrective action and where appropriate advise the Bursar.

4.0 Porterage

- 4.1 Receipt and transport of stores and materials and other goods including school meals 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.
- 4.4 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 Bursar the employment of outside contractors or workmen using the School'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 Bursar 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 and absence are completed, authorised and returned to the Bursar 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 school for the higher level duties to be carried out.
- 8.3 Building Supervisors will carry out Induction and Refresher training of Cleaning staff keeping a record of such training.

9.0 Elections

- 9.1 In the event of the 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 School Lettings

- 10.1 Prepare the premises for after-school activities, clean and prepare for normal school use.
- 10.2 Security of the premises and its contents.
- 10.3 Ensure that all users adhere to booking times and that appropriate footwear is worn.
- 10.4 Receipt and check any monies received from users, leave monies in the Bursars Office.
- 10.5 Report any unacceptable behaviour from users to the Bursar so that corrective action is taken.
- 10.6 Ensure that the Building and Pitches are secured.

11.0 Wage Rate

Scale 5 Spinal Points 22-25

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

Signed: _____
Post holder

Date: _____

Signed: _____
Principal

Date: _____