

Mill Strand
Integrated
School
& Nursery



Building Supervisor (with supervision)

April 2024



Mill Strand Integrated Primary School & Nursery

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Job Reference: 2024 Building Supervisor

JOB DESCRIPTION

POST TITLE:	Building Supervisor (with supervision)
CONTRACT:	Permanent (subject to 6 months' probation)
STATUS:	Full-time (52-week contract)
LOCATION:	Mill Strand Integrated Primary School and Nursery
HOURS:	36 hours per week
WORKING PATTERN:	Split working pattern: Monday – Thursday 7.45am – 12noon and 2.15pm-5.30pm. Friday 7.45-12noon and 2.15-5.00pm.
RATE OF PAY:	Building Supervisor (with supervision) NJC pts 12 - 17 £26,421 - £28,770 per annum (under review)
RESPONSIBLE TO:	The Principal/SMT
RESPONSIBLE FOR:	The supervision of the grounds staff and cleaning staff
ADDITIONAL ALLOWANCE(S):	Not Applicable
ANTICIPATED INTERVIEW DATE(S):	15 th May 2024

JOB PURPOSE:

To provide on-site supervision, keyholder responsibility, 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 of Governors.

MAIN DUTIES AND RESPONSIBILITIES

Security

- Security of the premises (including school meals accommodation) and its contents.
- Open and close the premises and grounds, except in circumstances where the school/designated line manager or other authorised person authorises another person to do so.
- Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.
- 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.
- Operate and monitor security camera system including changing and storing of used tapes where appropriate.
- Operate fire alarm, burglar alarm and building security systems and report any faults.
- 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.
- 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 site users.
- Report any breach of security 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 school policy.
- Apply grit/rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice.
- Monitor and maintain safe travel of pedestrians and vehicles in and around school grounds.
- To promote the safeguarding, child protection and welfare of children.
- To ensure that all Mill Strand Integrated Primary School & Nursery's Safeguarding and Child Protection policies, procedures and practices are followed.

Mechanical and Electrical Services

- Safe and efficient operation of the boiler/heating system ensuring value for money and energy conservation in accordance with school policy.
- Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation where there are common services.
- Ensure adequate fuel is requisitioned in good time.
- Monitor and document the usage of fuel, water and electricity.
- Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.
- Inspect and report any defects on firefighting equipment to the designated line manager or other authorised person.
- Chemically dose, clean, and maintain water levels of any equipment, sensory resources etc.

Cleaning

- Clean and maintain high standards of cleanliness throughout the premises.
- Plan, organise and control the work of cleaning staff (if appropriate) to ensure that school standards are met, it being understood that the building supervisor personally undertakes cleaning duties.
- The duties and responsibilities of a school cleaner as part of the cleaning team with a designated area to clean daily.
- Plan periodic work in consultation with service users and report plans to the designated line manager or other authorised person.
- 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.
- 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.
- Ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter.

- Ensure that all external surface drains and gullies and kitchen grease-traps within the site complex are free flowing and clean by removing obstructions up to 3.35m.
- Ensure that bins within the building complex are washed and cleaned (including school meals bins).
- Empty on a daily basis litter bins within the building complex.
- 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.
- Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
- Daily inspection of sandpits and removal of sand from fouled areas.
- Clean and replace contents of sandpits and paddling pools as required by the designated line manager or other authorised person.
- Clean external signs, light covers, and notices up to 3.35 m.
- Clean non-electrical fittings on all portable heating and ventilation equipment.
- 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.
- Ensure that all defects in cleaning equipment are reported to the designated line manager or other authorised person.
- Prepare the premises for after-school activities, clean and prepare the school for its normal use.
- Direct and clean all internal fixed glass surfaces up to 3.35 metres using the appropriate equipment provided to ensure safe working conditions.
- Ensure cleaning staff wear personal protective equipment and/or workwear when provided.
- Ensure that the cleaning standards within the premises meet school 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.
- Cover colleagues, cleaning staff and/or grounds staff on sick leave in line with roles and procedures.

Grounds Maintenance

- Work as a member of the Grounds Maintenance School team and be responsible for carrying out grounds duties.
- Assist the school Grounds staff to maintain play facilities, including the basic setting out and marking of playing facilities along with maintenance of sport and amenity areas.
- Constructional labouring duties associated with the post and assisting more skilled operators in their duties
- To assist the Grounds staff to prepare, plant and maintain grass, tree and shrub areas, e.g. pruning, hedge cutting, seeding, turfing and grass maintenance.
- Drive, use and routine maintenance of all powered plant, vehicles, tractor operated equipment.
- Maintenance of site facilities to a high standard, including cleaning of outdoor structures and shelters, gulleys, gutters and drains etc
- Any other duties commensurate with the post that may reasonably be required by the Office and Finance Manager or other supervising officer, Vice Principal and Principal.

Porterage

- 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.
- Despatch laundry, goods and other materials from the building.
- 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).
- Transport all refuse bins to and from their collection point.
- Prepare rooms for examinations and other purposes.
- When required, transport refuse to the local refuse/recycling depot.
- Transport equipment to and from local venues when required.
- Transport outdoor play equipment and resources for play in and out of the building.

Administration

- Prepare reports on the cleaning of premises and any defects in the premises externally and internally.
- Organise as authorised by the designated line manager or other authorised person the employment of outside contractors or workmen using the school's reporting system and monitor their presence reporting any deviation from their work routine.
- Complete all paperwork associated with the post and writing reports when required.
- Maintain records of consumable stocks and inventory of equipment.
- 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.
- Ensure that all records in respect of staff attendance, holidays absence are completed, authorized and returned in good time.

Handyperson Duties

- Carry out handyperson duties within the competence of the post-holder.
- Monitor, maintain, install and fix indoor and outdoor play equipment and resources.

Provision and Maintenance of ICT as School System Manager (e.g. C2K)

- Within the competency of the post holder, carry out ICT maintenance, management and support of school owned computer devices and peripheral devices.

Provision and Maintenance of Library Facilities

- Within the post holders competency, assist with the delivery of library services. These include liaising with the Literacy Co-ordinator, registering users, shelving, filing, tidying and routine maintenance of resources and the library management system.

General Conditions

- 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.

Training

- Building supervisors will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.
- 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.
- Building supervisors will carry out induction and refresher training of cleaning staff (if appropriate), keeping a record of such training.

Elections

- 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.

Other Duties

- Falling within the responsibilities of the grade as required.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

The Selection Panel reserves the right to enhance the shortlisting criteria in order to facilitate a manageable shortlist

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007

March 2024

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage, and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Experience	<p>Have a minimum of 1 year's demonstrable experience in working as:</p> <ul style="list-style-type: none"> • an assistant building supervisor • and/or building supervisor • and/or caretaker • and/or cleaner in a school environment • and/or grounds/building maintenance <p>Have experience of supervising staff</p>	Shortlisting by Application Form
Other	As a key holder, be prepared to respond to call outs at short notice, including during unsociable hours	Shortlisting by Application Form

SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
Knowledge	<p>Demonstrable knowledge of the following:</p> <ul style="list-style-type: none"> • The requirements of a Building Supervisor (with supervision) • Health and Safety regulations and requirements relevant to the role • Manual Handling regulations • Use of security systems • The requirements of a cleaner, including cleaning methods, procedures, and equipment 	Interview
Skills / Abilities	<p>Demonstrable effective people management skills to successfully motivate and manage a team</p> <p>Evidence of ability to work effectively and collaboratively as part of a team</p> <p>Excellent interpersonal and communication skills</p> <p>Proven effective administrative, planning and decision-making skills to meet deadlines</p>	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about the school's values/ethos on our school website	Interview

SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Qualifications / Experience	<p>Have a minimum of 2 years demonstrable experience in working as:</p> <ul style="list-style-type: none"> • an assistant building supervisor • and/or building supervisor • and/or caretaker • and/or cleaner in a school environment • and/or grounds/building maintenance <p>or</p> <p>Have a minimum of 1 year demonstrable experience working as</p> <ul style="list-style-type: none"> • an assistant building supervisor • and/or building supervisor • and/or caretaker • and/or cleaner in a school environment • and/or grounds/building maintenance • and a relevant qualification such as NVQII or III in a building trade qualification 	Shortlisting by Application Form

	<p>Current valid driving licence</p> <p>A minimum of 1 year's experience in a paid capacity of working in a role which must include on or more of the following:</p> <ul style="list-style-type: none"> • Security • Mechanical and electrical services • Porterage • Handyman duties 	
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Our Values

Through the selection process we will also seek evidence that the personal values of candidates align with those of Mill Strand Integrated Primary School & Nursery.

Further information regarding the core values and ethos of the school can be found on the school's website www.millstrand.co.uk. These reflect our aims which are to meet the needs of all our children and young people equally, removing barriers to learning and ensuring equality of access to excellent education services so that every child can develop to his or her full potential.

This will include evidence of commitment to equality and excellence in service delivery.

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

If you are recommended for appointed to a post that involves 'regulated activity', you will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**

Disclosure of Criminal Background

If you have applied for a post that involves "regulated activity" under the Safeguarding Vulnerable Groups (NI) Order 2007, the Board will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that due to proposals set out in the Department of Education's Draft Budget, you **WILL** be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33, if you are recommended for appointment effective after 1 April 2011.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.accessni.org.uk.

Further information can be accessed at NI Direct or the Department of Justice.