HODGE HILL GIRLS SCHOOL

Full time, permanent contract
Hours of work: Mon/Fri - 11.15am-6.00pm, Tues Wed, Thurs 9.20am - 6.00pm + banked hours. May include the occasional split shift.

JOB DESCRIPTION

Name:

Job Title: Assistant Building Services Supervisor

Grade: GR2

1.0 JOB PURPOSE:

1.1 To assist the Site Manager to provide a clean, attractive, 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 Site Manager key holidays
2.1.3 Operation of the school’s heating plant
2.1.4 General porterage duties including movement of furniture and equipment within the school
2.1.5 Deputise for the Site Manager when required

2.2 Specific

2.2.1 The postholder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the Site Manager in the full range of caretaker duties and anywhere in the school if required by operational needs
2.2.2 Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
2.2.3 Keeping the school garden borders tidy
2.2.4 Litter pick inside school and the outside grounds
2.2.5 Some of the work may need to be done out of doors such as repairs, and security checks in wet weather
2.2.6 If the school premises are extensively used during evenings and weekends for school activities and by outside hirers the postholder will be expected, by mutual agreement with the Site Manager, to share with others attendance during lettings for which additional payments will be made in accordance with agreed rates.

2.2.7 Preparation and clearing away of materials/samples for both classwork and examinations.

2.2.8 Assistance with and/or support of open evenings, etc.

2.2.9 Routine maintenance and simple repair of equipment.

2.3 Planning and co-ordination of the general maintenance of equipment.

2.3.1 Arrangement for the repair of equipment with outside agencies.

2.3.2 Sharpen handsaws, drills and other tools.

2.3.3 Where trained and authorised to do so, and subject to the availability of appropriate equipment, operate and maintain circular saws, handsaws, drills and other tools.

2.3.4 Carry out safety checks in accordance with laid down instructions and codes of practice.

2.3.5 Be aware of the appropriate and safe storage of chemicals and where necessary inform members of staff of known hazards.

2.3.6 Safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice.

2.3.7 In the event of chemical spillage, ensure to liaise with the Site Manager that workshop floors, walls, benches and fittings are properly cleaned.

2.3.8 Requisitioning materials and equipment to maintain adequate stock levels after liaison with the Head of Faculty.

2.3.9 To undertake a range of duties appropriate to the Technology Faculty, in accordance with those duties performed by technicians.
2.4 **General: Support Staff**  
*Please note all individuals should*

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.  
  To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, Every Child Matters and reporting all concerns to an appropriate person.  
  Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery.
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in Performance Management in accordance with the generic school plan for Performance Management.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives.
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Act as a First Aider (attendance on relevant 3 days course).
- Contribute to the efficient operation of the school through regular duties.
- Perform 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**

**SUPERVISION RECEIVED:**

3.0

3.1 **Supervising Officer’s Job Title:** Site 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 ie through others)

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
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- Use 1, 2 or 3 as in 3.2

Signed (Postholder): ________________________________

Signed (Headteacher): ________________________________

Date: ________________________________