



Job Description

Post Title:	Building Maintenance Supervisor
Grade:	NJC Band 7 (scp 14 to 17)
Reporting Relationship:	Post holder will report to the Trust Business Manager
Job Purpose:	<p>To co-ordinate and manage the maintenance and security of the school building</p> <p>To undertake maintenance and caretaking duties across the whole school site in co-operation with other site staff</p>

Specific responsibilities

1. To lead and co-ordinate the site management of the school buildings ensuring that they are suitable to meet the needs of school users.
2. Responsible for procuring best value quotes for routine maintenance work and contracts at the request of the Trust Business Manager and / or Headteacher.
3. Research, manage and conduct general premises surveys in conjunction with the Trust Business Manager and act on remedial works as required, keeping senior staff informed of action taken.
4. To monitor, respond to and update the maintenance task list ensuring that work plans are arranged and effectively communicated to the site team
5. Effective line management of site team, including delegation of tasks/duties and arrangement of relevant training
6. To ensure that relevant health and safety checks and processes are actioned across the responsibility area and that appropriate records of these are retained e.g. fire alarm tests, legionella testing, etc.
7. To work closely with the Trust Business Manager and to ensure all maintenance and caretaking duties are prioritized and undertaken in a timely manner.
8. To maintain boiler houses as required including the reporting of major repairs to contractors / service providers as appropriate.

9. To ensure planned works are booked for holidays periods and ensure appropriate staffing is available by managing holidays and rota

General duties

These will be undertaken in conjunction with other members of the site team

10. To carry out redecoration and general refurbishment of classrooms and other areas of the school, in line with abilities and training
11. To undertake flushing of low use water outlets as identified in the school's legionella risk assessment
12. To ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather
13. To ensure that all fire-fighting equipment is regularly maintained, and that unrestricted access is available to this equipment and to all fire exits
14. To undertake and update energy efficiency records in line with the school policy and procedure (including water, electricity, oil and gas as appropriate)
15. To ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods
16. To service any lettings organised by the school, including the setting out of any equipment and / or furniture as required by clients
17. To be responsible for the security of the school building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly
18. To carry out maintenance repairs / handyman duties across the school site and of equipment as required, in line with abilities and training
19. To carry out cleaning duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials
20. To act as first contact for the contracted security company and undertake associated call-out duties if required
21. To maintain all areas of the school including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards

22. To assist with the supervision and co-ordination of contractors on site including ensuring that they comply with school procedures in relation to health and safety management and security
23. To porter supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff. Including, when necessary, co-ordination and control of on-site car parking for goods vehicle deliveries
24. To ensure that rooms and furniture is set up in line with requests from staff and community users e.g. examinations, school events, etc.
25. To work in co-operation with cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows
26. To participate in relevant school activities and processes including performance management, attendance at staff meetings, involvement in CPD sessions and school functions as required
27. To safeguard and promote the welfare of pupils to include adhering to all specified procedures and school policies
28. To respect confidential issues linked to home/pupil/schoolwork and to keep confidences as appropriate
29. To undertake any other relevant duties commensurate with the grading of the post which may be required by senior staff
30. To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility
31. To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety
32. To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these
33. To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils
34. To supervise the use and care of the school fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Swift Academies is passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.



Person Specification

Building Maintenance Supervisor

Key

- A - Application Form including supporting statement
- S - Selection Process
- R - Employment References
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Records Check M
- Pre-employment medical screening

Criteria Number	Qualifications and Education	Essential/ Desirable	Stage Identified
1.	To have served a full apprenticeship in a relevant trade	D	A, S
2.	Current First Aid at Work certificate	D	A, C
	Experience & Knowledge		
4.	At least 2 years' practical experience in building maintenance or similar work	E	A, S, R
5.	Knowledge of health and safety legislation including asbestos, legionella, fire safety, working at heights, slips, trips and falls, etc.	E	A, S
7.	Experience supervising contractors and ensuring they comply with health and safety requirements	E	A, S, R
8.	Experience of securing quotes and negotiating with contractors to ensure good value for money	E	A, S
9.	Caretaking experience in a school setting and knowledge of school policies	D	A, S
10.	Experience of cleaning in a contract or industrial setting	D	A, S

Criteria Number	Skills	Essential/ Desirable	Stage Identified
11.	Competent in the use of ICT including sending and responding to e-mails and keeping computerised records up-to-date	E	A, S, R
12.	Ability to maintain accurate written records	E	A, S, R
13.	Ability to respond positively to changing priorities	E	A, S, R
14.	Ability to work independently and priorities own workload	E	A, S, R
15.	Ability to communicate effectively both verbally and in writing with a range of audiences	E	A, S
16.	Manual handling experience and training	E	A, C, S
17.	Ladder safety training and experience	E	A, C, S
	Personal Attributes		
18.	Flexible approach to working arrangements in line with the duties of the post	E	S
19.	Ability to work successfully as part of a team	E	A, S, R
20.	Willingness to undertake training to advance experience and knowledge and to ensure that up-to-date procedures and legislation is followed	E	A, S
	Special Requirements		
21.	Suitability to work in a school environment where children and young people will be present	E	A, S, D
22.	Capacity for independent travel in line with the duties and requirements of the post	E	A, S
23.	Ability to meet the physical requirements of the post	E	A, M

All appointments are subject to satisfactory references and background checks.