

Building Supervisor (With Supervision)**(Job Reference: WIPS30BS/5/24)****Primary Location:** Windmill Integrated Primary School and Nursery Unit**Contract Type:** Permanent**Duration of Contract/Contract End Date:** N/A**Status:** Part-Time**Hours per Week:** 30 hrs per week**Working Pattern:** Monday - Friday 8.00am - 9.00 am and 1.00pm – 6.00pm daily**Grade/Scale:** Building Supervisor (With Supervision) | NJC pts 12 - 17 | £14.0751 - £15.3265 per hour**Additional Allowance(s):** Not Applicable**Anticipated Interview Date(s):** Week commencing 10th June 2024**Additional Information:** ASAP. Post holder to be available for summer clean work.

JOB DESCRIPTION

JOB TITLE: Building Supervisor (with supervision)**REPORTS TO:** School Principal**RESPONSIBLE FOR:** Supervision of the cleaning staff

JOB PURPOSE

To provide on-site supervision, 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 Windmill Integrated Primary School and Nursery Unit.

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 Board of Governors/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 building 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.

Mechanical and Electrical Services

- 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.

Cleaning

- Clean the premises except the accommodation used solely for school meals purposes.
- Plan, organise and control the work of cleaning staff (if appropriate) to ensure that school's standards are met, it being understood that the building supervisor personally undertakes cleaning duties.
- 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 building 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.

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 is 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.

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

- Within the competence of the post-holder.

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 purview 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.

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	Have a minimum of six months' demonstrable experience working as an assistant building supervisor and/or building supervisor and/or caretaker and/or cleaner Have experience of supervising staff	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	Demonstrable knowledge of the following: <ul style="list-style-type: none">• The requirements of a School Building Supervisor (with supervision)• Health and Safety regulations and requirements relevant to the role• Manual Handling regulations• Use of security systems	Interview
Skills / Abilities	Demonstrable effective people management skills to successfully motivate and manage a team Evidence of ability to work effectively and collaboratively as part of a team Excellent interpersonal and communication skills Proven effective administrative, planning and decision-making skills to meet deadlines	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 www.windmillips.com	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	Have a minimum of 1 year's demonstrable experience working as a building supervisor and/or an assistant building supervisor and/or caretaker Hold a NEBOSH Health and Safety at Work qualification, or an equivalent or higher level qualification Evidence of experience in using industrial cleaning equipment	Shortlisting by Application Form

	Evidence of experience of key holding duties, including opening and closing premises and setting alarm systems	
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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'.

In the event that you are recommended for appointed to a post that involves 'regulated activity', the Board of Governors of Windmill Integrated Primary school 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 the cost and how to make payment will be sent to you at the pre-employment stage.

Windmill Integrated Primary School and Nursery Unit is an Equal Opportunities Employer