

**Job Description**

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| **Title** | **Building Maintenance Supervisor** |
| **Grade** | SCP 27-30 |
| **Hours** | 36.5 hours per week |
| **Reports to** | Facilities Manager |
| **Disclosure level** | Enhanced |
| **Purpose** | Coordination and supervision of the facilities team to ensure that the day to day service delivery is met, ensuring a smooth and efficient operation of the Academy site, deputising for the Facilities Manager as required.  To carry out specialist maintenance in the trade area that you are disciplined in and to lead on coordinating external contractors. |
| **Duties and responsibilities** | *Individual Responsibilities*   * Ensure that the Building Management System is monitored, and that appropriate action is taken to clear alarms. This may involve the liaison with external contractors. * Set all time zones on the building management system on a termly basis to ensure that the academy building is energy efficient. * To provide a written detailed report on a monthly basis to the Facilities Manager on all mechanical and electrical issues. * Ensure annual, monthly, weekly and daily checks of key areas, equipment and Planned Preventative Maintenance are carried out and recorded by staff taking appropriate action where necessary to rectify anomalies * Ensure all buildings are cleaned regularly to the agreed standards within the cleaning specification. * To undertake repairs of a technical nature in line with the trade qualification held (Mechanical and electrical, Plumbing, Carpentry) * Make suggestions to the Facilities Manger on matters relating to energy control and conservation * Be responsible for the day-to-day line management and supervision of the Facilities Assistants, the Cleaning Supervisor and other site staff * To deputise in the absence of the Facilities Manager. * To implement procedures and policy’s to ensure compliance with the academy’s health and safety policy * To carry out regular reviews of the FM teams risk assessments and method statements. * To act as the academy’s sustainability ‘Champion’   *In liaison with the Facilities Manager*   * Ensure all long term preventative maintenance contracts are in place and monitored against service Level Agreements and agreed quality standards. * In conjunction with the Facilities Manager formulate, initiate and monitor a holiday maintenance programme in order to prepare the premises ready for the start of the new term. * Assist the Facilities Manager with any refurbishment or building related projects * To assist in the compliance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH) * Keep a structured log of all service records both in hard copy and via the CAFM system. * To ensure that all reactive maintenance requests are logged on the CAFM system * Issue requisitions to the Academy’s approved mechanical contractor prior to scheduled service visits. * Contribute to decisions on financial, staffing and resource deployment within the Department. * Contribute to an effective out of hours letting programme to maximise Academy income outside of core Academy operating hours   *In conjunction with the FM team*   * To ensure and improve the security systems for the premises and its contents both when the buildings are in use and when closed (including the operation of shutters and the fire and burglar alarm systems and main key holder responsibilities) * To be a principal keyholder and to be responsible for all keyholder duties including the routine and non-routine opening of the premises and grounds and arranging for cover during holidays * To be familiar with procedures as laid down by the academy crisis management plan as they relate to fire, flood, breaking and entering, major damage or incident and to react accordingly by providing safe access and exit to the premises * To be responsible for the security and the cleanliness of the boiler houses and store rooms * To report any unusual occurrence to the appropriate emergency or other services and inform officers/members of staff as appropriate * Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls including in the event of an emergency break in or intruder situation and to take appropriate action including, where possible, making premises secure * To operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974 and to ensure that declared policies are adhered to * To be responsible for all operational duties relating to the lighting and heating of the premises and grounds lighting * To monitor the conditions of the school fabric and to be responsible on a day-to-day basis for approved and agreed repair and maintenance work and to ensure that repair and maintenance needs are recorded * To be the point of contact for all building and site contractors and agencies and monitor their standard of work * To be responsible for the servicing for the building’s plant and fire monitoring systems and CCTV * Clear snow and grit the site during times of inclement weather. * To ensure that all hard playing areas and paths are free from litter and all drains, gullies and gutters are free-flowing and clean * To check that the premises are up to the correct temperature by the designated time and that adequate hot water is available and appropriate action to be taken, including monitoring where necessary * To empty on-site litter, clinical and general waste and recycling bins and replace liners as appropriate and to inspect and replenish soap, toilet paper, and paper towels as required * To undertake repairs of aminor nature (including painting and decorating) * To ensure that there is safe and secure access to all areas of the school building * To be responsible for all operational duties relating to the cleaning of the premises and grounds * To safely maintain all cleaning materials and stock * Maintain records, information, data as appropriate and meter readings. * Undertake safety audits of the premises including risk assessments * Ensure timely and accurate preparation and use of specialist equipment/resources/materials * Ensure lights and other equipment are switched off as appropriate * Ensure satisfactory receipt and distribution, collection and despatch of premises related goods to and from the Academy * Organise and participate in the movement of furniture within the building * Organise the use and maintenance of school vehicles and to arrange servicing as required by the Facilities Manager * To actively promote the equalities and diversity agenda in the workplace and in service delivery * Promote and ensure the health and safety of pupils, staff and visitors at all times * To attend relevant meetings as required (e.g. Buildings Committee, Health and Safety Committee). * To ensure all tasks are carried out with due regard to Health and Safety * To act as a first aider and respond to any first aid incidents. * Participate in out of hours activities such as parents and open evenings. * Any other duties as commensurate within the grade in order to ensure the smooth running of the school * Participate fully in the Academy’s performance management process * Continually develop professionally as required for this role * Play a full part in the life of the Academy community, to support its vision and ethos and to encourage and ensure staff and students to follow this example * Carry out other duties which may incidentally arise from time to time as specified by your line manager, including attending staff meetings as appropriate |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | |



**BUILDING MAINTENANCE SUPERVISOR**

**PERSONAL SPECIFICATION**

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|  | **PREFERRED** |
| Experience | * Previous experience in facilities management ideally within an education setting * Significant previous experience in your specialist trade * Previous experience of supervising a team on a day to day basis |
| Skills & Attributes | * Literacy skills sufficient to write succinct and professional management papers and reports * Numeracy skills sufficient to be able to prepare and manage detailed budgets. * Communication skills sufficient to present to senior management and to provide advice and instruction to colleagues and external contacts at all levels and undertake complex negotiations. * Sound ICT skills. * Ability to plan work over time and prioritise tasks, organise staff and resources. * Self-motivated and can work on own initiative * Ability to work as a member of a team. * Ability to work methodically under pressure. * Ability to work in a flexible and responsible way. * Able to undertake manual work that may including the need to walk, bend, lift and carry moderate weights. * Committed to the provision of quality services to achieve best estate functionality to meet the Academy’s objectives. * The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English. * Ability to train others and lead by example |
| Training | * A willingness and ability to undertake training required for the role |
| Education & Qualifications | * Good standard of literacy and numeracy * First Aid trained or willing to undertake * Recognised trade qualification * IOSHH (or equivalent) Health and Safety * Institute of Workplace and Facilities Management level 3 or above |
| Other | * A willingness to participate fully in Academy life. * Be prepared to work some non-standard hours as required to support evening events, such as parents’ evenings and to respond to out of hours calls * A commitment to equal opportunities. * A commitment to student safety and safeguarding. |