



Safeguarding Statement

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

Post Title: Assistant Building Services Supervisor

Salary: £24,796 - £26,824

Grade: Grade A

Hours: **Full time, All year round 36.5 hours per week**
6:00 am to 2:00 pm / 10:30 am to 6:30 pm (alternating weekly, with occasional overtime working).

Responsible to: Building Services Supervisor

Responsible for: Cleaning Staff and External Contractors

Job Purpose: To assist the Building Services Supervisor to provide a clean, well maintained, safe and secure environment for users of the school building and grounds, by taking a proactive approach to the job.

Duties and Responsibilities:

1. General

- Opening/closing the building at the commencement/end of shift as per the shift pattern for the establishment (6:00 am to 2:00 pm or 10:30 am to 6:30 pm¹ alternating each week).
- To accept Key Holder responsibilities and respond to call outs in conjunction with other members of the BSS team.
- Deputise for BSS key holidays
- Responsibility for security of the site, including the operation of burglar alarms and CCTV where appropriate.
- Operation of the school's heating plant
- General portage duties including movement of furniture and equipment within the school
- Handyperson duties which may include minor repairs to furniture and fixtures and non specialist decorating tasks
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work

¹ Currently the timing of the late shift alters to accommodate lettings – the time shown here is the latest finishing time. In practice (although this may change in the future), this shift runs 11:00 to 19:00 on three out of five days per week.

- Deputise for the BSS when required
- Provide emergency cover. The post holder is expected to make reasonable effort to support the school by responding to unforeseen emergencies or delays in work to the site by contractors which necessitate extending a shift to allow work to be completed. TOIL will be provided for such occurrences.

2. Specific

- The post holder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the BSS in the full range of caretaker duties and anywhere in the school if required by operational needs.
- Some of the work may need to be done out of doors such as repairs and security checks in wet weather.
- If the school premises are used during evenings and weekends for school activities and by outside hirers, the post holder will be expected, by mutual agreement with the BSS, to share with others attendance during lettings.
- To act as additional First Aider for the school (undertaking required training if necessary) and to assist in the swift and orderly evacuation of the school.
- To exhibit willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents evenings including wearing formal/business attire on occasions
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

First Aid and Critical Incidents

- act as additional Emergency First Aider and Fire Marshall for the school
- assist with First Aid/welfare duties,
- replenish First aid boxes in department
- assist in the swift and orderly evacuation of the school
- Act as Fire Marshall or Deputy Fire Marshall –including carry registers / emergency equipment/clearing areas (as per the Critical Incident Policy) to the muster point

Meetings & events

- attend and participate in such Staff Meetings / other working groups as are



PERSON SPECIFICATION
Assistant Building Services Supervisor

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> ▪ Experience in caretaking and cleaning work ▪ Knowledge of maintenance and cleaning techniques ▪ Organisation of work ▪ Organisation and control of staff (where appropriate) 	<ul style="list-style-type: none"> ▪ Experience of caretaking and cleaning work as either fulltime BSS/Shift Supervisor or part time BSS. Conversant with City council's Industrial Relations Practices.
SKILLS AND ABILITIES (e.g. written communication skills, dealing with the public)	<ul style="list-style-type: none"> ▪ Self reliant. Able to motivate self and staff • Strong ICT and Communication skills • Ability to work alone or as part of a team • Basic DIY skills and a good understanding of maintenance procedures • Ability to prioritise, work under pressure and meet deadlines • A clear understanding of the routine statutory testing • Be able to work in a physical role requiring lifting and manual labour ▪ Flexible approach/attitude ▪ Able to deal with emergency situations ▪ Able to accept instructions from Headteacher, School Business Manager or Building Services Manager as appropriate ▪ You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) 	
EDUCATION/QUALIFICATIONS NB Full regard must be paid to overseas qualifications		<ul style="list-style-type: none"> ▪ City and Guilds (Cleaning Techniques) ▪ NEBSS Manual supervisors course

OTHER	<ul style="list-style-type: none"> ▪ Available for duty as necessary during opening hours of establishment. To be residential where required ▪ Ability to discharge manual handling elements of the job with appropriate aids and equipment ▪ Acceptable appearance and speech 	<ul style="list-style-type: none"> ▪ Pleasant appearance and speech
--------------	---	--

Please note any issues identified in your reference will be taken up at interview.

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hodge Hill College is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks