



**Washwood Heath
Multi Academy Trust**
Respect Collaboration Aspiration

JOB DESCRIPTION

JOB TITLE: **Building Services Supervisor**

GRADE: **GR2**

Responsible to Site Manager

Core Purpose

To assist the Site Manager in the overall provision of services relating to the building and grounds of the Academy.

Duties and Responsibilities

1. Maintaining the security of the site, and vehicles and equipment contained within it, including monitoring of the internal/external CCTV systems. This may involve the issue/receipt of keys to enable out of hours access to contractors.
2. Act as a key holder for the building. Ensuring that the school is opened in time to commence the school day and secured at the end of the day.
3. Ensuring the premises and grounds are kept clean and safe for teachers, pupils, staff and visitors through daily litter picking and cleaning.
4. To monitor contractors working on site.

5. To communicate with staff and contractors via telephone, e-mail and radio contact.
6. To carry out duties of a general handyman nature.
7. To carry out improvements to the building fabric and fittings as directed by the Site Manager.
8. To be responsible for secure issue and receipt of keys to external users.
9. To carry out urgent operational work, of varying nature, on the premises and grounds as directed by the Site Manager.
10. To assist with the movement throughout the school of furniture, other heavy items and parcels/deliveries as part of the school portage service.
11. Under the direction of the Site Manager, to provide building access in the event of important school calendar items such as Open Evening, Staff meetings, celebration evenings etc.
12. To be available to work across all sites within the Trust as required (Prior notice will be given).
13. To undertake any additional duties commensurate with the grade of post.

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the ethos of the school.

- 2.34.1** To promote the agreed vision and aims of the school.
- 2.34.2** To set an example of personal integrity and professionalism.
- 2.34.3** Attendance at appropriate staff meetings and parents evenings.
- 2.34.4** To support the duty teams with undertaking duties as and when required

Line Manager

Responsible to Site Manager.

**OBSERVANCE OF THE ACADEMY'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Signed: _____ (Post-holder)

Signed: _____ (Head of Academy)

Date: _____