# 

# DARLINGTON BOROUGH COUNCIL

WHINFIELD PRIMARY SCHOOL

**Building Maintenance Supervisor**

Hours: 37 hours per week – whole year.

-Initially 6.00am - 9.30am & 2.45pm - 6.45pm (Friday 6.15pm)

GRADE: **BAND 7 SCP 14- 17 (£23080 - £24491)**

REPORTING RELATIONSHIP: To the School Manager

JOB PURPOSE:

To undertake overall maintenance and security across the whole school site by carrying out general caretaking duties.

Duties will include routine servicing, testing and maintenance, cleaning as appropriate, handy-person activities including redecoration and other general works, opening and securing the school as appropriate.

Supervision and management of the facilities team giving direction as appropriate including setting rotas, ordering necessary supplies and stocks.

To ensure that the school is cleaned and maintained in line with the school's quality procedures and work programs in a safe and efficient manner.

‘Whinfield Primary School is a ‘good’ school, with a visionary, committed and enthusiastic staff who are striving to deliver the very best educational opportunities to our children and their families’ (Ofsted 2017).

The Governors of Whinfield Primary School wish to appoint a **Caretaker for 37 hours per week,** whole year, to provide effective facilities management across the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained to the required standards.

This is a key role in our facilities team, supporting the school leaders by undertaking testing and maintenance, including minor works and projects such as painting and decorating, building and fitting cupboards, changing light bulbs and fuses, general plumbing, guttering and roof repairs, carrying out porterage and maintenance work.

There will be occasions when flexibility and additional hours will be required to accommodate any evening or special events with parents/carers, pupils and staff e.g., parent evenings.

We welcome applications from people with building services skills such as plumbing and joinery. Additional hours may be available during busy and/or holiday periods to cover caretaker holidays. The successful applicant will:

* Have good written and verbal communication skills, including email and electronic communication
* Experience of working with a wide range of people
* A clear vision and understanding of the needs of a school
* Have the ability to interpret data and can use the COSHH Risk assessments
* A good building services skill set to meet the changing needs of the school
* The ability to undertake moving and handling of physical objects, dynamically risk assessing the weight to ensure safe working practises
* Be flexible in their approach and work well as part of the team
* Support the wider aspects of school life
* Have ideas and, very importantly, a good sense of humour!

Whinfield is an inclusive, caring and friendly school and is committed to equal opportunities. You will join our dedicated, friendly and motivated team who are passionate about delivering a warm and friendly welcome to pupils and parents/carers as well as enabling our school to continue its journey towards outstanding.

If you feel that you can demonstrate the characteristics and skills we are looking for and hold the relevant qualifications to meets the demands of this post, then we would like to hear from you.

The Governors and leaders of Whinfield Primary School recognise and value the exceptional commitment and goodwill all staff bring to our school and offer additional benefits including access to:

* Teachers / Local Government Pension Scheme (school contributes)
* Childcare Voucher Scheme (Darlington Borough Council)
* Subsidized onsite breakfast and after school childcare for working parents with pupils at Whinfield
* Bike to Work Scheme (Darlington Borough Council)
* Secure cycle storage
* Free car parking
* Free wellbeing support and medical treatment (exclusions apply)
* Continuing Professional Development

**Whinfield Primary School *is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, including a self-disclosure form, references will be sought, and successful candidates will be subject to an enhanced DBS check, and other relevant checks with statutory bodies.***

Application packs are available from the school website www.whinfield.net

Please return completed applications directly to the School Office

[admin@whinfield.net](mailto:admin@whinfield.net)

Closing Date: 12noon on Friday 6th August 2021.

Interviews will take place remotely using Microsoft Teams.

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# DARLINGTON BOROUGH COUNCIL

WHINFIELD PRIMARY SCHOOL

JOB DESCRIPTION

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| --- | --- |
| **POST HOLDER**  **POST TITLE:** | **Building Maintenance Supervisor** |
| **GRADE:** | **BAND 7 SCP 14- 17 (£23080 - £24491)** |
| **REPORTING RELATIONSHIP:** | **Reporting to the School Manager** |
| **JOB PURPOSE:** | **To supervise the school premises team and to support the overall maintenance and security of the school buildings by carrying out caretaking and maintenance duties. Duties will include responding to requests from staff and the line manager with regard to repairs and maintenance, redecoration and other general work within the capacities and training of the post holder.** |
| **POST NO:** |  |

**MAIN DUTIES/RESPONSIBILITIES**

1. Supervise and manage all school premises officers including the management of their training, development and performance as required.
2. Responsible for procuring best value quotes for routine maintenance work and contracts at the request of the school manager or head teacher.
3. Management and monitoring of cleaning supplies and building repairs budget in conjunction with the school manager / head teacher.
4. Responsible for induction training and development of all staff for premises management and health and safety issues.
5. Conduct Health and Safety Risk assessments in relation to premises management and take remedial action where and when required.
6. Supervision and co-ordination of contractors on site including ensuring that they comply with school procedures in relation to health and safety management.
7. Represent the head teacher / governors at meetings with other officers, agencies, police etc relating to building management issues.
8. Research, manage and conduct general premises survey and act on remedial works as required and keep the school manager and head teacher informed of action needed to be taken.
9. Assist with the development of Policies and Procedures for the school and relating to Health and Safety and Premises Management.
10. Carry out minor maintenance repairs / handyperson duties in school buildings and to school equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris – excluding contractor debris, repairing school furniture as required, erection of shelving, notice / display boards, hanging of pictures *(please note that this list are examples only, and is not exhaustive).*
11. Carry out cleaning duties as required during the operational hours of the day including classrooms and toilets, checking to ensure school grounds are clear of litter and other harmful materials (hypothermic needles, glass, toxic chemical bottles, dog foul).
12. Conduct and record regular testing of alarms in school building(s) including Fire Alarms and Security Alarms.
13. Ensure that all firefighting equipment is regularly maintained, and that unrestricted access is available to this equipment and to all fire exits.
14. Maintenance of outside areas of the school grounds 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. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting, and replacement of cracked paving stones.
15. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather.
16. Advise contractors on site of school health and safety procedures when carrying out work.
17. Undertake and update energy efficiency records in line with the school and local authority policy and procedure (including water, electricity, oil and gas as appropriate).
18. Maintenance of the Boiler House as required including the reporting of major repairs to contractors / service providers as appropriate. (Whinfield does not currently have a school swimming pool boiler however this would form part of the duties should we ever get one).
19. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
20. Check, safekeeping and ordering (where appropriate) of school supplies relating to building cleaning, maintenance and security items.
21. Service of any lettings organised by the school, including the setting out of any equipment and / or furniture as required by clients.
22. Responsibility 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.
23. Responsibility of key holder for school and undertake associated call-out duties on behalf of the head teacher on a 24 hour basis. Whinfield employs a security company as 1st keyholder however this role may be called to support the security company or fire and intruder alarms and take necessary emergency measures to ensure the school building is / are secure.
24. Porterage of 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.
25. Whinfield does not currently have a swimming pool, however, should one be added, this role will be responsible for the care, maintenance, inspection and cleaning of the swimming pool and associated plant. This may include water testing and treating, backwashing, emptying, filling and any necessary repairs.
26. Work with and in co-operation with cleaning staff / contractors during school holidays to undertake ‘deep’ cleaning of school, for example varnishing / painting floors, cleaning windows.
27. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
28. The post holder must carry out his/her duties with full regard to the Council’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.
29. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
30. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT ALL STAFF ARE REQUIRED TO COMPLY WITH ALL WHINFIELD PRIMARY SCHOOL AND DARLINGTON BOROUGH COUNCIL POLICIES, INCLUDING THE NO SMOKING POLICY.

**ALL STAFF ARE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE ALL STAFF WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY. IT IS THE EMPLOYEES RESPONSIBILTY TO NOTIFY THE HEADTEACHER OF ANY CHANGE IN CIRCUMSTANCES.**

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Revised April 2019.

Name: \_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#### BUILDING MAINTENANCE SUPERVISOR

#### PERSON SPECIFICATION

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| --- | --- | --- | --- | --- | --- | --- |
| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1  E2 | NVQ Level 2 / 3 in People Management / Business / Premises Management or  equivalent discipline  Basic numeracy and literacy skills. GCSE or Equivalent in Maths and English | AF,I,R  AF,I,R | D1 | To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline | AF,I,R |
| **Experience & Knowledge** | E3 | At least 2 years practical experience in building maintenance, heating, ventilating, electrical or similar work | AF,I,R | D2 | Caretaking experience at a school setting and knowledge of school policies | AF,I,R |
|  | E4 | Experience of managing / supervising staff including their training, development and performance management | AF,I,R | D3 | Experience of serving and managing lettings | AF,I,R |
|  | E5 | Experience of budget management or monitoring | AF,I,R | D4 | Knowledge of CDM Regulations | AF,I,R |
|  | E6 | Experience in the management of swimming pool plant and equipment (if appropriate) | AF,I,R | D5 | Experience of developing policies relating to health and safety and premises management | AF,I,R |
|  | E7 | Experience of conducting and delivering training | AF,I,R | D6 | Experience of cleaning in contract / industrial setting / environment | AF,I,R |
|  | E8 | Experience of undertaking Health and Safety Risk Assessments, Premises Surveys and giving advice and guidance relating to health and safety | AF,I,R |  |  |  |
|  |  | Experience of working with contractors and with varying contracts | AF,I,R |  |  |  |
| Skills | E9 | Ability to manage staff and delegate work according to priorities | AF,I,R | D7 | Manual Handling experience and training | AF,I,R |
|  | E10 | Ability to respond to changing priorities | AF,I,R | D8 | Ladder Safety training and experience | AF,I,R |
|  | E11 | Ability to communicate effectively at all levels – both orally and in writing  Ability to use email confidently as a form of communication | AF,I,R |  |  |  |
| **Personal**  **Attributes** | E12 | Flexible approach to working arrangements in line with the duties of the post | AF,I,R |  |  |  |
|  | E13 | Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed | AF,I,R |  |  |  |
| **Special Requirements** | E14 | Ability to comply with the No Smoking at Work Policy and Alcohol at Work Policy | AF,I,R |  |  |  |
|  | E15 | Capacity for independent travel in line with the duties and requirements of the post. | AF,I,R |  |  |  |
|  | E16 | Motivation to work with children | AF,I,R,D |  |  |  |
|  | E17 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |  |  |  |
|  | E18 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF,I,R,D |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | CRB Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references