

Job Purpose

Blackwater Integrated College wishes to recruit a positive, pro active and dedicated Buildings Supervisor to take responsibility for the management and direction of building and site maintenance, facility renovations, custodial, participation in facilities planning/construction and safety/security services.

Accountable to

The Bursar and the Principal

Responsible for

The supervision of the College Building
Additional cleaning staff

The successful candidate will:

- Have exceptionally high standards for the security, care and maintenance of buildings, facilities and grounds making the College as positive and pleasant an environment to work and learn in as possible.
- Pro actively work to improve and maintain the facilities and grounds
- Be a hands on member of the team not only leading the teams but carrying out any required physical work within their competence
- Be willing to learn and improve their skills to support the College
- Maintain all records and statutory compliances to the highest levels
- Follow Health and Safety regulations and requirements relevant to the role

Person Specification

Essential functions: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provides for regular inspection and evaluation of College facilities; prepares long and short-range plans for maintenance, repair, and site improvement projects, and all statutory compliance thereof
- To take responsibility for the implementation of the preventive maintenance program.
- Instruct and personally carry out care and maintenance projects.
- Order, receive, store and/or issue cleaning supplies, maintenance materials and equipment, and maintain an appropriate inventory of such materials and equipment.
- Oversee the maintenance, repair, servicing and cleaning of all essential major facilities equipment (eg boilers and furnaces; heating and ventilation systems)
- Report all items in need of major repair to the Bursar immediately.
- Requisition all needed cleaning supplies, paper goods, indoor and outdoor maintenance equipment, and fuel well in advance so as not to interrupt the maintenance schedule of the building.
- Performs other job-related duties as may be assigned by the Principal or Bursar.

Physical activity: While performing the duties of this job, the employee is regularly required to stand; walk; handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to work at height,

climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, colour vision, depth perception, and the ability to adjust focus.

Work environment: While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually low to moderate.

Main Duties & Responsibilities

Security

- Security of the premises (including main school, playground area, fence lines, outside classrooms and school meals accommodation) and its contents.
- Open and close the premises and grounds, except in circumstances where the 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 if appropriate.
- Operate and oversee the checking and maintenance of the 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 College 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.
- Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation and outbuildings 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, and oversee annual inspections.

Cleaning

- Clean the premises as required
- Plan, organise and quality assure the work of cleaning staff to ensure that the College standards are met, it being understood that the building supervisor personally undertakes cleaning duties.
- 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 grounds around the property are clean, tidy and free of weeds and litter.
- Ensure that all external surface drains and gullies and kitchen greasetraps 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 an at least 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, vandalism, litter or any cleaning problem associated with weather conditions.
- Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
- Weekly inspection of general grounds and maintenance thereof
- 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.
- Ensure that the cleaning standards within the premises meet College and 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 that have been delivered to the building premises and their distribution to and from appropriate points of storage.
- Transport all refuse bins to and from their collection point.
- Prepare rooms for examinations, meetings and any other purposes.

Administration

- Prepare reports on the cleaning of premises and any defects in the premises externally and internally.
- Maintain records of consumable stocks and inventory of equipment where appropriate.

- Ensure that all records in respect of attendance, holidays absence are completed, authorized and returned in good time.
- To undertake First Aid training and assist with first aid for pupils along with the other office staff.
- To establish constructive relationships and communication with other agencies/professionals.
- To be flexible and work according to the College needs, which may involve assisting other areas which are commensurate with the grading of the post.
- To attend and support College festivals, open mornings, prize giving, parents' evenings, events, recruitment processes if requested.
- Any other duties as may reasonably be expected in connection with this post as requested by Line Management

NB. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

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.

Other duties

- Any other duties falling within the purview of the role 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.

4. Interview Criteria

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.

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.

1. A clear written statement of your personal commitment to upholding and supporting the Integrated Ethos of Blackwater Integrated College as defined on your application form
2. GCSE English and Maths grade C or above (or equivalent)
3. As a key holder, a written commitment to respond to call outs at short notice, including during unsociable hours
4. Demonstrable knowledge and experience of the following: <ul style="list-style-type: none">• Health and Safety regulations and requirements relevant to the role• Manual Handling regulations• Use of security systems
5. Evidence of handyman / practical maintenance skills and experience (joinery, electrical, other trades, personal experience etc)

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.

1. Have experience of any of: lockup procedures, key control, boiler systems, electrical maintenance experience, joinery experience
2. Have a minimum of 1 years' demonstrable experience working as an assistant building supervisor and/or building supervisor and/or caretaker or equivalent
3. Hold a NEBOSH Health and Safety at Work qualification, or an equivalent or higher level qualification
4. Evidence of experience in using industrial cleaning equipment
5. Hold a current driver's licence, and have the willingness and ability to drive the College Minibus as required. (PCV licence and training will be provided if necessary)

Working hours

36 hours per week within the core hours of 7.30am – 5.00pm. Working hours will be agreed with the successful candidate.

Salary

NJC Scale 17 – 20 (£30,060 - £31,586)

Hourly rate - £16.02 - £16.83

Closing date Thursday 13th March 2025 at 12 noon