

Ulidia Integrated College

Job Description

Post Title: Assistant Buildings Supervisor

Responsible to: Bursar through Facilities Manager

Job Purpose: To provide caretaking and cleaning services in accordance with the direction of Principal and Bursar through the Facilities Manager.

Main Duties and Responsibilities

1. **Security of the premises** (including school meals accommodation) and its contents. The duties will include:
 - a) Routine and non-routine opening and closing of the premises and grounds, except in circumstances where the employer authorises another responsible person to do so.
 - b) Responsibility for the checking of windows, doors and gates, both internal and external.
 - c) The operation of fire and burglar alarms.
 - d) The safe custody of the keys of the premises including keyholder responsibilities.
 - e) Responsibility for reporting to the principal or bursar any instances of unauthorised use of or unauthorised entry to or damage to the premises.
2. **Mechanical and Electrical Services**
 - a) Efficient operation of the boiler/heating system ensuring value for money and energy conservation.
 - b) Lighting and heating of the premises and the routine maintenance and operation of plant as directed including school meals accommodation where there are common services.
 - c) To ensure that adequate supplies of fuel and other requisites are requisitioned in good time.
 - d) Replace lamps, tubes and plugs to a level of (3.35m) using appropriate equipment, except where access from above can be gained.
 - e) Inspect and report any defects on fire fighting equipment to the bursar or other authorised person.
3. **The cleaning of the premises including:**
 - a) The organisation and direction of the work of cleaning staff employed, it being understood that the Assistant Buildings Supervisor also undertakes cleaning duties.
 - b) Responsibility for ensuring that all hard surfaces, paths and ornamental grounds around the property are clean, tidy and free of litter.
 - c) Responsibility for ensuring that all external surface drains and gullies and kitchen grease-traps within the school complex are free flowing and clean.
 - d) Responsibility for ensuring that bin areas and bins within the school complex including school meals accommodation are washed and cleaned.
 - e) The preparation of the premises for after-school activities together with the clearing up and cleaning thereafter and the preparation of the school for its normal use.
 - f) The cleaning of all internal fixed glass surfaces (except where the whole of such surfaces is above 11ft (3.35m) above floor or ground level, subject to suitable equipment being provided to ensure safe working conditions.
 - g) Responsibility for ensuring that adequate supplies of cleaning materials and other requisites are requisitioned in through the bursar.
 - h) Responsibility for ensuring that all defects in caretaking and cleaning equipment are reported promptly to the bursar.

4. **Porterage duties including:**
 - a) Receipt and transport of stores and materials and other goods including school meals materials that have been delivered to the school premises and their distribution to and from appropriate points of storage.
 - b) Despatch laundry, goods and other materials from the school.
 - c) Where part of the school premises are dually for the consumption of food and educational purposes the Assistant Buildings Supervisor will be required to assist with the setting out and removal of tables and chairs and will be responsible for the cleaning of the room (other staff being responsible for the removal of food debris and litter from the tables and the room).
 - d) In the event of a school being used for election purposes the Assistant Buildings Supervisor will be required to carry out such duties relating to elections as are determined by the Ancillary and General Staffs Negotiating Committee. Copies of the precise nature of these duties will be issued when required.
5. **Handyperson duties within the competence of the post-holder**
6. **Transport duties including:**
 - a) Transporting students to and from the college as necessary in the college minibus.
 - b) Daily checks on the minibuses as per Community Transport Association requirements.
 - c) Fuelling buses when necessary.
 - d) Cleaning buses inside and out when necessary.
 - e) Reporting to bursar any issues with minibuses.
7. **Such other duties falling within the purview of the grade as required.**
8. **General conditions:**
 - a) All duties must be carried out to comply with:
 - (i) The Health and Safety at Work (NI) Order 1978.
 - (ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - (iii) Codes of Practice.
 - b) All duties will be carried out in the working conditions normally inherent in the particular job.
 - c) All necessary paperwork must be completed.
 - d) Duties will be carried out for jobs up to and including those in the same grade, provide such duties are within the competence of the employee.
9. **Training**
 - a) Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.
 - b) Employees will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the college for the higher level duties to be carried out.
10. **Wage Rate**

Assistant Buildings Supervisor Pts 14 – 17 (£17681 - £18672, £9.4191 - £9.9470hr)