



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: ASSISTANT BUILDING SERVICES SUPERVISOR**

Post Title	Assistant Building Services Supervisor
Purpose	To assist the Building Services Supervisor to provide a clean, safe and secure environment for users of the school buildings and grounds
Reporting to	Site Manager
Core tasks and responsibilities:	
<ul style="list-style-type: none"> • Security of the school's buildings and grounds, specific responsibility for opening and closing and securing the school overnight, working rotational shift pattern 1-week early opening, 1-week closing • Deputise for Building Services Supervisor when required and on key holidays • General portorage duties including movement of furniture and equipment within the school • Handyerson duties which may include minor repairs to furniture and fixtures, non-specialist decorating tasks and plumbing • Daily and periodic cleaning of designated areas of the school buildings and grounds • Have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the Building Services Supervisor in the full range of caretaker duties and anywhere in the school if required • Carry out daily statutory checks such as legionella, fire extinguishers, call points etc. • Carry out work that may need to be done out of doors such as repairs, and security checks in wet weather • Laundry duties on a daily basis including provision for DT, PE, School Kitchen, SEND, Science, Staff wash rooms, Art and any other occasional needs • During evenings and weekends be expected, by mutual agreement with the Building Services Supervisor, to share attendance with others, for which additional payments will be made in accordance with agreed rates. 	
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> • To work consistently to uphold the school's mission statement. • To follow all school policies. • To work in a cooperative and polite manner with staff and all other Stakeholders. • To work with students in a courteous, positive, caring and responsible manner at all times. • To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised. • To take an active part in the school's commitment to the development of staff and the appraisal procedure. • To work with visitors to school in a way that upholds the school's reputation. • To seek to improve the quality of the service the school provides. • To present oneself in a professional way that is consistent with the values and expectations of the school. • To carry out, in good grace, any other duty deemed reasonable by the Headteacher.
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p>	
<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	