



Assistant Building Services Supervisor Application Pack



Head Teachers Welcome

Dear Applicant,

Thank you for your interest in this post. I hope that you will find our information useful and that you will decide to apply for the post. Hodge Hill College is a dynamic and innovative place to work. It has undergone massive improvements in the last six years during which time our exam results have increased significantly year-on-year and our campus has been transformed. We are a happy, confident school with a track record of innovation. In October 2021, OFSTED endorsed our view that we are a good school. We believe that our potential is far greater and continue to strive to reach this goal.

GCSE results have increased significantly, with a strong performance in all curriculum areas leading to high A8 and P8 scores. If your application were to be successful, you would be joining a creative, professional environment and a team with a strong sense of purpose and commitment to ensure all our pupils achieve. As a new colleague, you can look forward to a strong support network to help you progress in your career.

We want to recruit dedicated, dynamic, committed people, who will help us further improve outcomes for all our pupils. So, if this brief snapshot of the school appeals, and if you think you have what it takes to work with us, we look forward to receiving your completed application form.

If you have not received an invitation to interview within two weeks of the advertised closing date, please assume that an appointment has been made.

Yours faithfully,

Hannah Herrmann

Headteacher



Grade 2 – Assistant Building Services Supervisor (BSS)

Safeguarding Statement

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments will be subject to an enhanced DBS check, including a Children’s barred list check. Online checks will also be undertaken.

Post Title:	Assistant Building Services Supervisor
Responsible to:	Building Services Supervisor and Site Manager
Responsible for:	External Contractors
Working Time:	36.5 hours per week, full time, all year round 6:00 am to 2:00 pm / 10:30 am to 6:30 pm (Alternating weekly, with occasional overtime working)
Contract	Permanent
Salary	Grade 2 - £22,737 -£24,702

Job Purpose: To assist the Building Services Supervisor to provide a clean, well maintained, safe and secure environment for users of the school building and grounds, by taking a proactive approach to the job.

Duties and Responsibilities:

1. General

- Opening/closing the building at the commencement/end of shift as per the shift pattern for the establishment (6:00 am to 2:00 pm or 10:30 am to 6:30 pm¹ alternating each week).
- To accept Key Holder responsibilities and respond to call outs in conjunction with other members of the BSS team.
- Deputise for BSS key holidays
- Responsibility for security of the site, including the operation of burglar alarms and CCTV where appropriate.
- Operation of the school’s heating plant
- General portorage duties including movement of furniture and equipment within the school
- Handyman duties which may include minor repairs to furniture and fixtures and non specialist decorating tasks
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- Deputise for the BSS when required
- Provide emergency cover. The post holder is expected to make reasonable effort to support the school by responding to unforeseen emergencies or delays in work to the site by contractors which necessitate extending a shift to allow work to be completed. TOIL will be provided for such occurrences.

2. Specific

The post holder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the BSS in the full range of caretaker duties and anywhere in the school if required by operational needs.

- Some of the work may need to be done outdoors such as repairs and security checks in wet weather.

¹ Currently the timing of the late shift alters to accommodate lettings – the time shown here is the latest finishing time. In practice (although this may change in the future), this shift runs 11:00 to 19:00 on three out of five days per week.

- If the school premises are used during evenings and weekends for school activities and by outside hirers, the post holder will be expected, by mutual agreement with the BSS, to share with others attendance during lettings.
- To act as additional First Aider for the school (undertaking required training if necessary) and to assist in the swift and orderly evacuation of the school.
- To exhibit willingness to take responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings including wearing formal/business attire on occasions
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

First Aid and Critical Incidents

- Act as additional Emergency First Aider and Fire Marshall for the school
- Assist with First Aid/welfare duties,
- Replenish First aid boxes in department
- Assist in the swift and orderly evacuation of the school
- Act as Fire Marshall or Deputy Fire Marshall –including carry registers / emergency equipment/clearing areas (as per the Critical Incident Policy) to the muster point

Meetings & events

- Attend and participate in such Staff Meetings / other working groups as are appropriate to the role
- Attend in school and out of hours² functions to provide onsite support

Professional Development

Attend and participate in training and staff development programmes as per the school's continued professional development programme

Other Duties

To ensure all tasks are conducted under a professional standard and adhering to the department's operational standards:

- To work consistently to uphold the school's mission statement.
- To follow all school policies.
- Ensuring supervision of pupils when on duty.
- To work in a cooperative and polite manner with staff and all other Stakeholders.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- Attend and participate in such Staff Meetings / other working groups as are appropriate to the role.
- Attend and participate in training and staff development programmes as per the school's Staff Development Policy
- 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.

² TOIL applicable for out of hours working

- 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.

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development need of the member of staff

Signed: (Line Manager) Date:

Signed: (Job Holder) Date:

It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.

All offers of appointment are subject to:

1. A satisfactory enhanced Disclosure and Barring Service Check
(For those who will be engaging in regulated activity, with barred list information)
2. Two Satisfactory References. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
3. Verification of identity
4. Verification of right to work in the UK
5. Verification of mental and physical fitness to carry out work responsibilities
6. Any additional checks needed for time spent living or working overseas
7. Qualification checks as outline on your application form
8. A check that you are not subject to a prohibition order issued by the secretary of state
(For teachers only)



Grade 2 – Assistant Building Services Supervisor (BSS)

Specification	Essential	Desirable
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> ▪ Experience in caretaking and cleaning work ▪ Knowledge of maintenance and cleaning techniques ▪ Organisation of work ▪ Organisation and control of staff (where appropriate) 	<ul style="list-style-type: none"> ▪ Experience of caretaking and cleaning work as either fulltime BSS/Shift Supervisor or part time BSS. Conversant with City council's Industrial Relations Practices.
SKILLS AND ABILITIES (e.g. written communication skills, dealing with the public)	<ul style="list-style-type: none"> ▪ Self-reliant. Able to motivate self and staff • Strong ICT and Communication skills • Ability to work alone or as part of a team • Basic DIY skills and a good understanding of maintenance procedures • Ability to prioritise, work under pressure and meet deadlines • A clear understanding of the routine statutory testing • Be able to work in a physical role requiring lifting and manual labour ▪ Flexible approach/attitude ▪ Able to deal with emergency situations ▪ Able to accept instructions from Headteacher, Operations Business Manager, Site Manager Building Services Manager as appropriate ▪ You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) 	
EDUCATION/QUALIFICATIONS NB Full regard must be paid to overseas qualifications		<ul style="list-style-type: none"> ▪ City and Guilds (Cleaning Techniques) ▪ NEBSS Manual supervisors' course
OTHER	<ul style="list-style-type: none"> ▪ Available for duty as necessary during opening hours of establishment. To be residential where required ▪ Ability to discharge manual handling elements of the job with appropriate aids and equipment ▪ Acceptable appearance and speech 	<ul style="list-style-type: none"> ▪ Pleasant appearance and speech

- Please note any issues identified in your reference will be taken up at interview.

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school.

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.