

## **Job description**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Job Title:** Assistant Building Services Supervisor

**Hours:** 25 Hours per week (over 5 days -All Year Round)

**Salary: Grade 2** pro rata £12,372 - £13,660 (£18,065 - £19,945 FTE)

### **General Duties:**

- General maintenance of the school building and grounds under the direction of the Site Manager
- Deputise for the Building Services Supervisors key holidays.
- Handyman tasks which may include minor repairs to furniture and fixtures, basic plumbing and non-specialist decorating tasks.
- Be aware of and promote health and safety throughout the school.
- maintenance of the school minibuses -cleaning and regular checks.
- grounds maintenance -ensuring the grounds are well maintained and litter free.
- General daily and periodic janitorial duties throughout the school day to ensure all facilities are clean and safe.
- work as a team member in setting up for regular assemblies and larger school events throughout the academic calendar.
- Ensure that clear passage is maintained on fire escape routes.
- Ensure the grounds are kept tidy and clear from any litter.
- Report any health and safety defects of building, furniture, fittings, and equipment to the School Business Manager and Headteacher.
- assist in the opening /closing of the Site as appropriate.
- you must be able to show you have practical experience to undertake maintenance work of the Site.

Knowledge of Health and Safety requirements, general maintenance experience would be beneficial, and a clean driving licence is desirable.

You would be supported in the role by a fellow Assistant Building Services Supervisor and managed by the Site Manager.

### **Specific Duties:**

- The post holder will 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 caretaking duties and anywhere in the school if required by operational needs.
- Some of the work may need to be done out of hours such as repairs and security checks in wet weather.
- Some work may require working at height on ladders or platforms.

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Headteacher: Mr D Clayton

King's Norton Boys' School, Northfield Road, Birmingham B30 1DY

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- If the school premises are used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the Buildings Services Supervisor to share with others attendance during lettings.

### **Other duties**

The post holder may be required to carry out duties other than those given in the job description, as requested by the school. The particular duties and responsibilities of the post may vary without changing its general character or level of responsibility. Such variations would not in themselves justify a re-evaluation of the post.

To adhere to the ethos of the school. To promote the agreed vision, aims and core values of the school.

To set an example of personal integrity and professionalism.

### **Disclosure and barring**

The nature of the work requires that the post-holder has undergone checks by the Disclosure and Barring Service and has enhanced level of Disclosure.

### **Equal opportunities**

The post holder has a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policy