

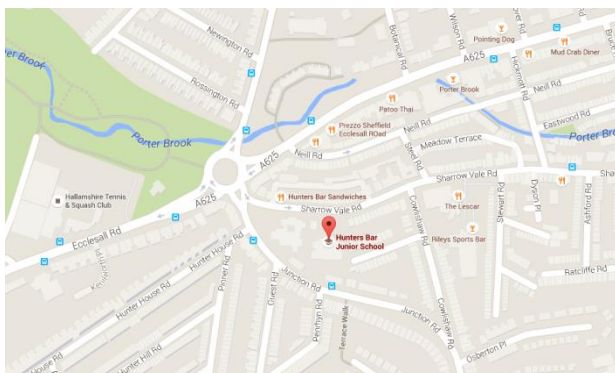
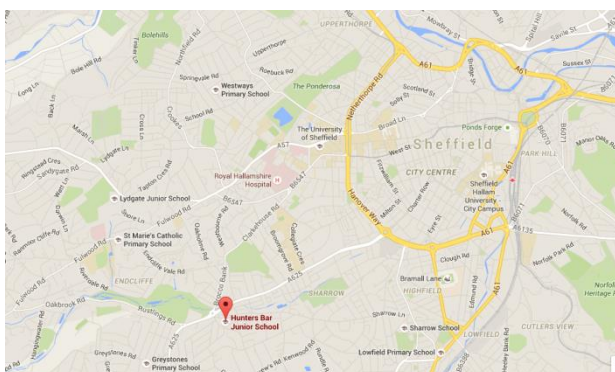


Buildings Officer Candidate Information Pack

Our Location and Contact Details

Hunter's Bar Junior School
Sharrow Vale Road
Sheffield
S11 8ZG

Tel: 0114 266 0547



Accessing School

There are gates on Junction Road, Sharrow Vale Road and Kirkstall Road. We share a site with Hunter's Bar Infant School. Please request access by pressing the gate buzzer for the Junior School before signing in at the school office.

Parking

The school does not have a car park. Pay and Display parking is available on Sharrow Vale Road (up to 4 hours). Some areas (such as Junction Road) are for permit holders only. Free on street parking is available on surrounding streets (e.g. Guest, Penrhyn and Pinner). Please allow some time to find a space.

School Overview



The junior school was built in 1903 and opened in 1907 as an extension to the infant department. It was opened for 760 children aged 8 to 15. The senior department closed in 1957, when the school became open to Junior pupils only.

The school is a larger than average three form entry Junior school. Currently there are 365 children on roll. The school has a diverse make up, with a significant number of children coming from outside the catchment area. There are wide poles of ability within each class and the school has a good reputation generally as well as for inclusion.

The majority of pupils transfer from Hunter's Bar Infant School, which is situated on the same site. This lends itself to numerous opportunities for both schools.

The Role

JOB TITLE: Building Supervisor

GRADE / SALARY: NJC Grade 5, points 22 to 27. 37 hours per week, full year contract.

LOCATION: Hunter's Bar Junior School, Sharrow Vale Road, Sheffield S11 8ZG

POST DETAILS:

Start date: ASAP.

We are looking for a skilled and enthusiastic Building Supervisor to take pride in our school site and ensure the continued compliance with statutory duties.

The enclosed job description outlines the duties involved with the post but will have to be adapted in line with the schools' specific needs.

We are looking for a person who:

- Is enthusiastic
- has appropriate practical skills
- takes pride in their work
- can prioritise
- can use time efficiently and effectively
- can lead a small premises team
- wants to be part of the staff team
- can form good relationships; and
- has a sense of humour!

Please refer to the Job Description and Person Specification documents for more details of responsibilities, skills and knowledge.

We can offer you:

- Friendly, happy children, supportive and actively engaged parents and governors.
- A supportive leadership structure
- Opportunities for continuing professional development.

Working Hours

7.00am to 3.30pm with hour lunch break. One day finishing at 3pm Flexibility is requested in the case of school events.

Holidays are to be taken in school breaks

How to Apply

INFORMAL ENQUIRIES: visits to the school are encouraged. Please telephone to arrange an appointment: for w/c 5th November Tel. 0114 2660547

APPLICATION FORMS are available on the school website.

When writing your application please address the requirements of the job description and person specification to demonstrate your suitability for the post.

Completed application forms should be to Rebecca Ardern, School Business Manager at school or emailed to recruitment@huntersbar-jun.sheffield.sch.uk. Please note the short closing date.

CLOSING DATE: Thursday 15th November 2018 Midnight


INTERVIEWS: Week commencing 19th November 2018

Candidates invited for interview will be contacted as soon as possible after the closing date. If you haven't heard from us by the interview date, thank you for your interest and I do hope that you are successful in other applications. We are not able to offer feedback if you are not shortlisted for interview.

Safeguarding

Hunter's Bar Junior School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete pre employment checks including an enhanced Disclosure and Barring Service (DBS) check.

Job Description

<div>  <div>JOB DESCRIPTION</div> </div>	
CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	Hunter's Bar Junior School
POST TITLE	BUILDINGS OFFICER
ROLE PROFILE	EO3A
TOOLKIT JOB REF NUMBER	ToolkitJD-9g
GRADE	5 (inclusive of JWCs)
RESPONSIBLE TO	School Business Manager
RESPONSIBLE FOR	Cleaners
HOLIDAY AND SICKNESS COVER	Holidays are taken in school holiday time
PURPOSE OF JOB	TO PROVIDE A SERVICE TO THE SITE CONSISTING OF SECURITY OF PREMISES, LIGHTING, HEATING, CLEANING, MAINTENANCE AND OPERATION OF PLANT, PORTERAGE AND HANDY PERSON DUTIES, TO PROVIDE AN EFFICIENT SUPPORT SERVICE TO THE SITE USERS AND COMMUNITY GROUPS. RESPONSIBLE FOR ADMINISTRATION OF DEFINED BUDGETS AND PREMISES RELATED ISSUES
RELEVANT QUALIFICATIONS AND EXPERIENCE	Please see person specification

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Security of premises

1. To act as primary keyholder.
2. Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
3. Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
4. Lock/unlock premises and check for vandalism/break-ins.
5. Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
6. Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
7. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
8. Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
9. Make safe gas, water and electric power when locking up.

Cleaning tasks

1. Responsible for the day to day cleaning of a designated area of the building and site in conjunction with the relevant agreement.
2. To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
3. Responsible for the periodic stripping and resealing of hard surface floors.
4. Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
5. Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
6. Monitor and provide reports on cleaning standards and follow up.
7. Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
8. Transport refuse to bin/skip areas from agreed collection points.
9. Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
10. Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.

11. Clear snow off main paths steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
12. To clean high/walls/internal windows.

General duties

1. Responsible for effective supervision and co-ordination of assistant caretakers (where applicable) to meet the needs of the establishment.
2. Provide induction training and continual guidance to familiarise any Assistant Caretakers (where applicable) with agreed procedures and working practices.
3. To impart special skills and knowledge to other colleagues as appropriate.
4. Carry out portorage duties as required including receipt of goods and supplies.
5. Regularly check, unblock, and clean drains, manholes and gullies.
6. Set out/put away furniture and equipment for functions, meetings and exams.
7. Arrange temporary signs in car parks and buildings as necessary.
8. Deal with lost property in accordance with agreed procedure.
9. School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
10. Remove weeds from paths, steps and playground/yard edges.

Administration

1. Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker (where applicable).
2. Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment.
3. Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.
4. Certification, completion of necessary time sheets, letting sheets, sickness absence records/holiday records and events diary
5. Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- 6.* Responsible for effective management and administration of defined budget * headings i.e. Maintenance, Grounds Maintenance, Cleaning and Utilities for the school site.
7. Management and development of school lettings programme. Liaise with relevant * Education Officers and Council Agencies as necessary.
8. To monitor all energy and water services usage and to be aware of the spending under these budget headings.
- 9.* Responsible for obtaining equipment and supplies and ensuring sufficient and * proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.

10. Accompany Clerical Staff with internal transfer of cash. Pay into bank school cash as required.
11. Buildings Officer to provide sickness/absence cover for Assistant Caretakers.
12. Assistant Caretaker to provide sickness/absence cover for the Building Officer where applicable.

Maintenance

1. To monitor all contractors personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.
2. Maintain and refer to the Log Book for maintenance jobs to be undertaken.
3. To identify and report any repairs, maintenance or replacements that require rectification.
- 4.* Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary,
5. To carry out basic maintenance work following appropriate training.
6. To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible
7. To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building, equipment and furniture.

i.e. General maintenance of building:-

Plumbing	i.e. leaking taps
Joinery	i.e. boarding up broken windows
Painting/Decorating	
Plastering to small areas.	
Reglazing to ground floor level.	
Electrical	i.e. make safe broken light switch/sockets/ plugs. Tape over or isolate from further use. Report repair at earliest opportunity.
Gas Leaks etc	isolate, turn off gas supply Report repair at earliest opportunity

Others as necessary within the capabilities of the postholder.

8. Clean lights and light fittings.

Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.

9. Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.

DO NOT CARRY OUT ANY REPAIRS TO FUSE BOARDS.

- Ensure power supply is switched off when working on any appliance.
- Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
- If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity

Boiler Room/Energy Conservation/Heating Systems

General duties

1. Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
2. Ensure boiler room heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
3. Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.
4. Daily check of water temperatures and calorifiers.
5. Daily check of boiler temperatures and shut down procedures.
6. Clean out boiler houses/rooms and gas warm air heating cupboards. Clean filters to all fan convector heaters at least once per year.
7. Switch on/off electric fans and portable/fixed gas heaters.
8. Regularly switch over pumps (e.g. weekly).
9. Check and maintain boilers, update, maintenance repair book.
10. Check/reset programmes/timers as necessary to take into seasonal variations and heating requirements.
11. Ensure all boilers houses and tanks rooms are secured at all times except when authorised personnel requires access/egress as necessary.
12. Regular visual check of sump pumps and test operation of pump. Remove any debris/blockage from sump (monthly).

Additional specific duties

Gas Fired Systems

1. Relight pilot lights as necessary.
2. Check boilers are not locked out'. Relight boilers if possible. Report any faults as necessary.

Driving duties (optional)

1. To collect goods as required.

Ground maintenance duties (optional)

1. Weeding of flower beds, tubs, and prestige areas.
2. Weeding of shrub beds. Prune shrubs using appropriate equipment.
3. Grass cutting to small areas of grass, i.e. frontage of school or prestige areas.

N.B. Ensure relevant advice is sought from Health and Safety section if considering use of mechanical/electrical appliances.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Person Specification

Please address the Qualifications, Skills and Experience in your application.

Essential Qualifications and Experience

1. Have completed or be willing to complete the Sheffield City Council Caretaker training and ongoing development opportunities
2. Experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling,
4. COSHE, Legionella etc.
5. The ability to operate and understand electrical mechanical systems
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment

Desirable Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management.
2. Experience of working in school caretaker or Buildings Officer position
3. Risk Assessment experience/qualification
4. Staff management experience

Abilities, Skills and Knowledge

1. Ability to perform the physical tasks required by the post including lifting, carrying and
2. pushing various equipment to undertake the duties of the post
3. Ability to be respond to emergencies
4. Good communication skills
5. Excellent numeracy and literacy skills
6. Good IT skills
7. Sound planning and negotiating skills
8. Ability to gather information, analyse data and problem solve
9. Ability to manage own time effectively and demonstrate initiative including establishing
10. priorities
11. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
12. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
13. Ability to manage people directly and indirectly
14. Ability to adapt to changing and conflicting demands
15. Ability to be flexible and work as part of a team or individually as required
16. Ability to demonstrate an understanding of children

17. Ability to contribute to the life of the school
18. Ability to adhere to the school's policies and procedures and most importantly the equal
19. opportunities policy, child protection policy and all health & safety related policies.
20. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely