



**Al-Hijrah School**  
**مدرسة الهجرة**

# **Building Services Supervisor**

## **Job Description**

**Grade: GR2 Division: AL-HIJRAH Section: SITE MANAGEMENT**

### **1.0 JOB PURPOSE:**

1.1 To assist the Site Manager to provide a clean, safe and secure environment for users of the school buildings and grounds

### **2.0 DUTIES AND RESPONSIBILITIES:**

#### **2.1 General**

- 2.1.1 Security of the school's buildings and grounds
- 2.1.2 Operation of the school's heating plant, etc.
- 2.1.3 General portorage duties including movement of furniture and equipment within the school
- 2.1.4 Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- 2.1.5 Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- 2.1.6 Deputise for the Site Manager as and when required

#### **2.2 Specific**

- 2.2.1 The postholder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the Site Manager in the full range of caretaker duties and anywhere in the school if required by operational needs
- 2.2.2 Some of the work may need to be done out of doors such as repairs, and security checks in wet weather
- 2.2.3 If the school premises are extensively used during evenings and weekends for school activities, the postholder will be expected by mutual agreement with the Site Manager to share with others attendance during weekend and late evening school openings.

**2.3** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

**2.4** To ensure all tasks are carried out with due regard to Health and Safety

**2.5** To undertake appropriate professional development including adhering to the principle of performance management.

- 2.7 To adhere to the ethos of the school
  - 2.7.1 To promote the agreed vision and aims of the school
  - 2.7.2 To set an example of personal integrity and professionalism
  - 2.7.3 Attendance at appropriate staff meetings and parents evenings
- 2.8 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**3.0 SUPERVISION RECEIVED:**

**3.1 Supervising Officer's Job Title:** Site Manager

**3.2 Level of Supervision**

3.2.1 Left to work within established guidelines subject to scrutiny by supervisor

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2.1 above)
NA	NA	NA	NA