



Building Supervisor (with Supervision)

**Permanent, Full-Time
(Includes a 12-month probationary period)**

Candidate Information Pack



APRIL 2024

Background and Context

Lough View is an all ability, co-educational primary and nursery school situated on a wonderful, green field site in the Castlereagh Hills overlooking Belfast. The school has a current population of around 470 pupils which equates to a double intake from P1-7 and a 52 place nursery. The school takes pupils from the immediate locality and up to a 5-mile radius from the school.

Our school has an excellent reputation within the local community and has grown from 20 children and 2 teachers on opening in 1993 to what we are today.

Between our educational provision and other on-site activities, our school site is operational 12 hours per day, 48 weeks of the year.

We are a diverse school community made up of children, staff and parents from both of the main faith/cultural traditions in Belfast as well as those from other or non - faith backgrounds and ethnicities. Our school is all ability and inclusive of all socio-economic backgrounds.



Our Integrated Ethos

Lough View Integrated provides a learning environment where children from Catholic and Protestant backgrounds as well as those of other faiths and non- faith backgrounds, can learn with, from and about each other. The promotion of good relations extends to everyone in the school and to their families regardless of their religious, cultural or social background. Integrated education is value driven and child centred. It is delivered through a holistic approach with an emphasis on developing every aspect of a child's potential.

Our ethos is informed by the NICIE Statement of Principles. The core principles enshrined in this document are: Equality, Faith and Values, Parental Involvement and Social Responsibility.

Lough View is also a UNICEF Rights Respecting School. The UNCRC Articles inform much of what we do and form the basis for our approach to pastoral care.

As an integrated school we aspire to achieving a religious balance within our pupil population and within our staff team. Our school is usually over-subscribed and in line with the religious balance recommended for integrated schools, we allocate places on the basis of 40% Roman Catholic, 40 % Protestant and 20% Others.

Our mission statement is **Learning and Growing Together.**

The school was inspected in 2011 and again in 2017. Both inspections have highlighted the many strengths of our school which include the high academic standards achieved by our children, our outstanding Nursery and the excellence of our pastoral care. The school demonstrates a high capacity for continued sustained improvement.

KEY INFORMATION

JOB TITLE: Building Supervisor (with supervision)

CONTRACT TYPE: Full-Time, Permanent (upon successful completion of a 12-month probationary period).

DURATION OF CONTRACT/CONTRACT END DATE: Start Date Monday 13th May or as soon as possible thereafter.

STATUS: Full-Time

HOURS PER WEEK: 36 hours per week

WORKING PATTERN: Monday-Friday 7.30am – 12.30pm & 4.45pm – 6.45pm (negotiable)

GRADE/SCALE: Building Supervisor (with supervision) | NJC Points 12 - 17 | £26,421 - £28,770 per annum.

ALLOWANCE(S): Not applicable

ANTICIPATED INTERVIEW DATE(S): Week beginning 6th May 2024

ADDITIONAL INFORMATION: Shortlisted candidates will be expected to complete an interview and selection activities deemed appropriate by the selection panel.

REPORTS TO: Principal

JOB DESCRIPTION

JOB TITLE:	Building Supervisor (with supervision)
REPORTS TO:	School Principal
RESPONSIBLE FOR:	The supervision of the Assistant Building Supervisor and/or cleaning staff (if appropriate)

JOB PURPOSE

To provide on-site supervision, cleaning and non-cleaning services under the direction of the designated line manager or other authorised person and in accordance with the practices and procedures of the Lough View Integrated Primary and Nursery School.

MAIN DUTIES AND RESPONSIBILITIES

Security

- Security of the premises (including school meals accommodation) and its contents.
- Open and close the premises and grounds, except in circumstances where the Principal/designated line manager or other authorised person authorises another person to do so.
- Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.
- Safe custody of the keys of the premises, the allocation of keys to cleaning staff (where appropriate) and ensuring that keys used by the cleaning staff are returned at the end of each working day.
- Operate and monitor security camera system including changing and storing of used tapes where appropriate.
- Operate fire alarm, burglar alarm and building security systems and report any faults.
- Attend after-hour break in and vandalism at the premises and ensure that the premises are secure and cleaned at the earliest opportunity when clearance has been given and any unauthorised entry or damage is reported to the designated line manager or other authorised person.
- During normal working hours report any suspicious activity of persons immediately to the designated line manager or other authorised person to ensure a safe working environment for building users.
- Report any breach of security to the designated line manager or other authorised person. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with Lough View Integrated Primary and Nursery School Policy.

- Apply grit/rock salt in times of snow and frost to ensure playgrounds, pathways and entrances are free from snow and ice.

Mechanical and Electrical Services

- Efficient operation of the boiler/heating system ensuring value for money and energy conservation in accordance with Lough View Integrated Primary and Nursery School policy.
- Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation where there are common services.
- Ensure adequate fuel is requisitioned in good time.
- Monitor and document the usage of fuel, water and electricity.
- Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.
- Inspect and report any defects on firefighting equipment to the designated line manager or other authorised person.

Cleaning

- Clean the premises except the accommodation used solely for school meals purposes.
- Plan, organise and control the work of cleaning staff (if appropriate) to ensure that School standards are met, it being understood that the building supervisor personally undertakes cleaning duties.
- Plan periodic work in consultation with service users and report plans to the designated line manager or other authorised person.
- Recommend and implement changes in work procedures in accordance with the designated line manager or other authorised person to improve economy, standards or ease of operation.
- Monitor suitability and performance of materials and light equipment and advise the designated line manager or other authorised person where these are inappropriate for the task.
- Ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter.
- Ensure that all external surface drains and gullies and kitchen grease-traps within the building complex are free flowing and clean by removing obstructions up to 3.35m.
- Ensure that bins within the building complex are washed and cleaned (including school meals bins).
- Empty on a daily basis litter bins within the building complex.
- Provide an ongoing cleaning service to the entire premises to deal with such things as spillage, flooding, midday toilet cleaning, litter or any cleaning problem associated with weather conditions.
- Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
- Daily inspection of sandpits and removal of sand from fouled areas.

- Clean and replace contents of sandpits and paddling pools as required by the designated line manager or other authorised person.
- Clean external signs, light covers, and notices up to 3.35 m.
- Clean non-electrical fittings on all portable heating and ventilation equipment.
- Ensure that adequate supplies of materials and light equipment are requisitioned and maintained at appropriate levels within the budget allocated and that equipment is kept in good condition, used and stored correctly.
- Ensure that all defects in cleaning equipment are reported to the designated line manager or other authorised person.
- Prepare the premises for after-school activities, clean and prepare the school for its normal use.
- Direct and clean all internal fixed glass surfaces up to 3.35 metres using the appropriate equipment provided to ensure safe working conditions.
- Ensure cleaning staff wear personal protective equipment and/or workwear when provided.
- Ensure that the cleaning standards within the premises meet Lough View Integrated Primary and Nursery School standards. (where appropriate) investigate complaints in respect of the cleaning provision, take corrective action and where appropriate advise the designated line manager or other authorised person.

Health and Safety

- Promote health & safety practices in the workplace, including keeping up to date with relevant legislation.
- Assessing risk and identifying hazards within the school building and grounds.
- Identifying potential maintenance issues and assisting principal/line manager to source appropriate solutions and/or repairs.
- Conducting routine daily/weekly/monthly tasks such as testing of fire/intruder alarm systems, water temperature checks and monitoring, recording and documenting of same for audit purposes.

Porterage

- Receipt and transport of stores and materials and other goods including school meals and school milk materials that have been delivered to the building premises and their distribution to and from appropriate points of storage.
- Despatch laundry, goods and other materials from the building.
- Where part of the school premises are used dually for the consumption of food and educational purposes the caretaker will be required to assist with the setting out and removal of tables and chairs and will be responsible for the cleaning of the room (other staff being responsible for the removal of food debris and litter from the tables and the room).
- Transport all refuse bins to and from their collection point.
- Prepare rooms for examinations and other purposes.

Administration

- Prepare reports on the cleaning of premises and any defects in the premises externally and internally.
- Organise as authorised by the designated line manager or other authorised person the employment of outside contractors or workmen using the school's reporting system and monitor their presence reporting any deviation from their work routine.
- Complete all paperwork associated with the post and writing reports when required.
- Maintain records of consumable stocks and inventory of equipment.
- Ensure that defects in electrical floor equipment are reported immediately to the designated line manager or other authorised person and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely.

Handyperson Duties

- Within the competence of the post-holder.

General Conditions

- All duties must be carried out to comply with:
 - a) The Health and Safety at Work (NI) Order 1978.
 - b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - c) COSHH Regulations.
 - d) Codes of Practice.

Training

- Building supervisors will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.
- Building supervisors will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the school for the higher-level duties to be carried out.
- Building supervisors will carry out induction and refresher training of cleaning staff (if appropriate), keeping a record of such training.

Elections

- In the event of a school being used for election purposes the building supervisor will be required to carry out such duties relating to elections as are determined by the joint negotiating committee. Copies of the precise nature of these duties will be issued when required.

Other Duties

- Falling within the purview of the grade as required.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

Disclosure of Criminal Background

If you have applied for a post that involves “regulated activity” under the Safeguarding Vulnerable Groups (NI) Order 2007, Lough View Integrated Primary and Nursery School will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that due to proposals set out in the Department of Education’s Budget, you **WILL** be expected to meet the cost of an Enhanced Disclosure Certificate, which is £32.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.accessni.org.uk.

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Experience	Have a minimum of six months' demonstrable experience working as an assistant building supervisor and/or building supervisor and/or caretaker in a school environment Have experience of supervising staff	Shortlisting by Application Form
Other	As a key holder, be prepared to respond to call outs at short notice, including during unsociable hours	Shortlisting by Application Form

SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
Knowledge	Demonstrable knowledge of the following: <ul style="list-style-type: none">• The requirements of a School Building Supervisor (with supervision)	Interview

	<ul style="list-style-type: none"> • Health and Safety regulations and requirements relevant to the role • Manual Handling regulations • Use of security systems 	
Skills / Abilities	<p>Demonstrable effective people management skills to successfully motivate and manage a team.</p> <p>Evidence of ability to work effectively and collaboratively as part of a team.</p> <p>Excellent interpersonal and communication skills</p> <p>Proven effective administrative, planning and decision-making skills to meet deadlines</p>	Interview
Values Orientation	<p>Evidence of how your experience and approach to work reflect the school's Integrated ethos. You will find information about the school's ethos on our school website www.loughviewintegrated.co.uk</p>	Interview

SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Qualifications / Experience	<p>Hold a NEBOSH Health and Safety at Work qualification, or an equivalent or higher level qualification.</p> <p>Evidence of experience in using industrial cleaning equipment</p> <p>Evidence of experience of key holding duties, including opening and closing premises and setting alarm systems</p>	Shortlisting by Application Form