****

**H**OLY **T**RINITY **C**OLLEGE

|  |
| --- |
| **JOB DESCRIPTION** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **POST DETAILS** | | | |
|  | Post Title: | **Assistant Building Supervisor** |  | |
|  | School: | **Holy Trinity College, Cookstown** | School Ref No: | **5230278** |
| **2** | **CONTRACT** | | | |
|  | * **NJC Points 5 – 6, £11.50 per hour** * **36 hours per week. Full time** * **Temporary, with immediate effect** | | | |
|  | **RESPONSIBLE TO:** | | | |
|  | * **The Principal and College Health & Safety Officer** | | | |
| **3** | **JOB PURPOSE** | | | |
|  | * **To provide cleaning and non-cleaning services under the guidance of the designated line manager or other authorised person and in accordance with the practices and procedures of the Education Authority.** | | | |
| **4** | **MAIN DUTIES AND RESPONSIBILITIES** | | | |
|  | **Security:** | | | |
|  | * **Security of the premises and its contents** * **Open and close the premises and grounds** * **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 cleaning staff are returned at the end of each working day** * **Operate fire alarm and building security systems** * **Be prepared to respond and attend to after-hours calls at the premises at short notice, and ensure that the premises are secure and cleaned.** | | | |
|  | **Mechanical and Electrical Services:**   * **Lighting, heating and the routine maintenance of the premises** * **Ensure adequate fuel is requisitioned in good time** * **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 fire safety equipment to the designated line manager or other authorised person** | | | |
|  | **Cleaning:**   * **Assist in cleaning the premises on a daily basis** * **Ensure that all hard surfaces and paths around the property are clean, tidy and free of litter** * **Ensure that all external surface drains and gullies and kitchen agrees 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** | | | |

|  |  |
| --- | --- |
|  | * **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, toilet cleaning, litter or any cleaning problems associated with weather conditions** * **Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day** * **Clean external signs, light covers and notices up to 3.35m** * **Clean non-electrical fittings on all portable heating and ventilation equipment** * **Ensure that adequate supplies of materials and light equipment are requisition and maintained at appropriate levels, and that equipment is kept in good condition, used and stored correctly** * **Prepare the premises for morning assembly, after school activities, and clean and prepare the school for its normal use** |
|  | **Porterage:**   * **Transport of materials and other goods that have been delivered to the premises and their distribution to and from appropriate points of storage** * **To transport all refuse bins to and from their collection point** * **Prepare Assembly Hall and rooms for examinations and other purposes** |
|  | **Administration:**   * **Ensure that defects in electrical equipment are reported immediately to the designated lane manager or other authorised person** |
|  | **Handyperson Duties:**   * **Within the competence of the post-holder** |

|  |  |
| --- | --- |
|  | **Please note: 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** |

**EMPLOYEE SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINCIPAL’S SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_