BUILDING SUPERVISOR (WITH SUPERVISION)
(Full time/Permanent)

St Anne’s Primary School

Candidate Information Pack
Background and Context

The Education Authority (EA) wants every child to have an outstanding education. The EA was established under the Education Act (Northern Ireland) 2014 and became operational on 1 April 2015. It is a non-departmental public body sponsored by the Department of Education and the Department for the Economy.

The EA is responsible for ensuring that high quality primary and secondary education services are available to meet the needs of children and young people, and for support for the provision of efficient and effective youth services. These services were previously delivered by five Education and Library Boards (ELBs). The organisation employs over 39,000 people across Northern Ireland in a wide variety of roles including teachers in controlled schools, school-based support staff and staff in administrative headquarters.

The work we do impacts the lives of tens of thousands of children, young people and their families every day. The services we provide are essential in supporting, encouraging and facilitating learning within our communities to develop generations of young people who are equipped to succeed in life and work in the modern world. As a public sector organisation, we must continue to deliver these vital services in a challenging environment of increasing financial pressure and under intense public scrutiny.
EDUCATION AUTHORITY (EA) – BELFAST

JOB DESCRIPTION

JOB TITLE: Building Supervisor (with supervision)

LOCATION: St Anne’s Primary School
   Kingsway
   BELFAST
   BT10 0NE

RESPONSIBLE TO: The Principal

HOURS: 36 hours per week

SALARY: £21,074 - £23,111 (under review)

REQUIREMENTS: Essential
   Applicants must at the closing date:
   (i) have a minimum of six months’ experience working as a caretaker and/or cleaner in a school; and
   (ii) have experience of supervising cleaning staff.

   Desirable
   It is desirable that applicants at the closing date:
   (i) have experience of working as a caretaker in a school; and/or
   (ii) have relevant administration experience; and/or
   (iii) have experience of key holding duties including the opening and closing of a public building; and/or
   (iv) have experience in the use of industrial cleaning equipment; and/or
   (v) hold a PCV driving license (category D1) to drive a minibus; and/or
   (vi) hold relevant Health and Safety qualifications or training.

   The panel reserves the right to enhance these criteria.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.

   The closing date for receipt of applications is
   2PM ON THURSDAY 11 APRIL 2019.

   CANVASSING WILL DISQUALIFY

To meet the statutory obligations under Health and Safety legislation the successful applicants will be required to undertake mandatory training provided by the Education Authority Cleaning service prior to commencing employment further details will be issued to the successful candidates.

NB Notes of guidance are attached.
Issuing of Correspondence
All correspondence regarding the selection process will be forwarded to you via e-mail where an e-mail address is provided on your application form. It is important that the e-mail address you supply on your application form is your preferred e-mail address for receipt of correspondence.
## PERSON SPECIFICATION

**POST:** Building Supervisor (with supervision)  
**SCHOOL:** St Anne’s Primary School

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
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<tr>
<td>knowledge of the requirements of a school Building Supervisor (with supervision)</td>
<td>knowledge of Health and Safety regulations and requirements in a school environment</td>
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<tr>
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<td>knowledge of manual handling regulations</td>
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<td>knowledge of security systems</td>
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<tr>
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<td>communication skills</td>
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<td>interpersonal skills</td>
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<td>planning and organisational skills</td>
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<td>administrative skills</td>
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<td>people management skills</td>
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| **Personal Qualities** | co-operative  
|                       | approachable  
|                       | ability to work as a member of a team  
|                       | ability to use own initiative  
|                       | flexible  
|                       | willing to carry out instructions  
|                       | confidentiality |
EDUCATION AUTHORITY

GENERIC JOB DESCRIPTION

POST TITLE: Building Supervisor (with supervision)

GRADE: Scale 5 Spinal Points 22-25

LOCATION: St Anne's Primary School

RESPONSIBLE TO: The Principal or other authorised person

RESPONSIBLE FOR: The supervision of the Assistant Building Supervisor and/or Cleaning staff (if appropriate) including normal administrative processes.

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 Education Authority.

Main Duties and Responsibilities

1.0 Security

1.1 Security of the Premises (including school meals accommodation) and its contents.

1.2 Open and close the premises and grounds, except in circumstances where the employing Education Authority/designated Line Manager or other Authorised Person authorises another person to do so.

1.3 Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.

1.4 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.

1.5 Operate and monitor Security Camera System including changing and storing of used tapes where appropriate.

1.6 Operate Fire Alarm, Burglar Alarm and Building Security Systems and report any faults.

1.7 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.

1.8 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.

1.9 Any breach of security must be reported 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 the Education Authority’s Policy.

1.10 Apply grit/rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice.
2.0 Mechanical and Electrical Services

2.1 Efficient operation of the boiler/heating system ensuring value for money and energy conservation in accordance with the Education Authority’s Policy.

2.2 Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation where there are common services.

2.3 Ensure adequate fuel is requisitioned in good time.

2.4 Monitor and document the usage of fuel, water and electricity.

2.5 Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.

2.6 Inspect and report any defects on fire fighting equipment to the designated Line Manager or other Authorised Person.

2.7 Chemically dose, clean and maintain water levels of any swimming/hydrotherapy pools.

3.0 Cleaning

3.1 Clean the premises except the accommodation used solely for School Meals purposes.

3.2 Plan, organise and control the work of Cleaning staff (if appropriate) to ensure that Education Authority standards are met, it being understood that the Building Supervisor personally undertakes cleaning duties.

3.3 Plan periodic work in consultation with service users and report plans to the designated Line Manager or other Authorised Person.

3.4 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.

3.5 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.

3.6 Ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter.

3.7 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.

3.8 Ensure that bins within the building complex are washed and cleaned (including school meals bins).

3.9 Empty on a daily basis litter bins within the building complex.

3.10 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.

3.11 Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.

3.12 Daily inspection of sandpits and removal of sand from fouled areas.

3.13 Clean and replace contents of sandpits and paddling pools as required by the designated Line Manager or other Authorised Person.

3.14 Clean external signs, light covers, and notices up to 3.35 m.

3.15 Clean non-electrical fittings on all portable heating and ventilation equipment.

3.16 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.

3.17 Ensure that all defects in cleaning equipment are reported to the designated Line Manager or other Authorised Person.

3.18 Prepare the premises for after-school activities, clean and prepare the school for its normal use.
3.19 Direct and clean all internal fixed glass surfaces up to 3.35 metres using the appropriate equipment provided to ensure safe working conditions.

3.20 Ensure Cleaning staff wear Personal Protective Equipment and/or Workwear when provided.

3.21 Ensure that the cleaning standards within the premises meet the Education Authority’s 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.

4.0 Porterage

4.1 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.

4.2 Despatch laundry, goods and other materials from the building.

4.3 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).

4.4 To transport all refuse bins to and from their collection point.

4.5 Prepare rooms for examinations and other purposes.

5.0 Administration

5.1 Prepare reports on the cleaning of premises and any defects in the premises externally and internally.

5.2 Organise as authorised by the designated Line Manager or other Authorised Person the employment of outside contractors or workmen using the Education Authority’s Reporting System and monitor their presence reporting any deviation from their work routine.

5.3 Complete all paperwork associated with the post and writing reports when required.

5.4 Maintain records of consumable stocks and inventory of equipment.

5.5 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.

5.6 Ensure that all records in respect of staff attendance, holidays absence are completed, authorized and returned to the Education Authority in good time.

6.0 Handyperson Duties

6.1 Within the competence of the post-holder.

7.0 General Conditions

7.1 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.
8.0 Training

8.1 Building Supervisors will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

8.2 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 authority for the higher level duties to be carried out.

8.3 Building Supervisors will carry out Induction and Refresher training of Cleaning staff (if appropriate), keeping a record of such training.

9.0 Elections

9.1 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.

10.0 Other Duties

10.1 Falling within the purview of the grade as required.

It is acknowledged that the contents of this generic job description are not subject to appeal.
SUMMARY OF TERMS AND CONDITIONS OF SERVICE

The Conditions of Service are determined by the National Joint Council (NJC) for Local Government Services.

HOURS

Please refer to the Candidate Information Pack for hours relating to the post. The full-time hours for an EA employee is 36 hours per week. Employees are required to work such hours as are necessary for the efficient discharge of the duties of the post.

REMUNERATION

Details relating to the salary scale/rate of pay are in accordance with the agreement relating to your grade. Your hours of work exclude meal breaks. The Candidate Information Pack provides the salary scale/rate of pay relating to the post.

EA employees are paid by Bankers Automatic Clearing System (BACS) on a monthly basis. Employees must have a current bank account and provide details prior to the first date of commencement of employment.

ANNUAL LEAVE, PUBLIC HOLIDAYS AND EXTRA-STATUTORY HOLIDAYS

In accordance with the Working Time Regulations (Northern Ireland) 1998 (as amended), all employees have a statutory entitlement to a minimum of 5.6 weeks paid holiday.

The basic annual leave entitlement is increased after 5 years’ service in accordance with existing agreements.

In addition, there are normally 12 public and extra-statutory holidays in any leave year.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement to leave that is pro rata to the hours, days and weeks worked.
The leave year extends from 1 April in one year to 31 March the following year. New entrants will be entitled to leave proportionate to the completed months of service during the first year of entry.

School based employees are not permitted to take annual leave during term-time.

In the event that the location, at which you are based, closes over a holiday period, you will be required to take annual leave accordingly.

**SICK PAY**

The Education Authority will pay statutory sick pay (SSP) provided an employee satisfies the rules governing this payment.

Occupational sick pay is paid in accordance with NJC Conditions of Service.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement that is pro rata to the hours, days and weeks worked.

**MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE**

The Education Authority has Schemes in operation for the provision of Maternity, Adoption, Paternity and Parental leave. Further information is available from Human Resource Services.

**PROBATIONARY PERIOD**

The first 26 weeks of service is defined as the probationary period.

**SUPERANNUATION**

The Pension Scheme provided by the Education Authority is the Local Government Pension Scheme (LGPS) (NI) which is administered by the Northern Ireland Local Government Officer’s’ Superannuation Committee (NILGOSC).

Membership of the Local Government Pension Scheme for Northern Ireland is available. The Education Authority will enrol you in the Scheme on a contractual basis provided your contract lasts for more than 3 months and contributions towards the scheme will be deducted from your pay. In addition, the Education Authority has a statutory obligation to automatically enrol you in the Scheme provided you meet the eligibility criteria at any time during your employment. Information and assistance on automatic enrolment

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<th>Salary range</th>
<th>Minimum Entitlement</th>
<th>After 5 years’ service</th>
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<tr>
<td>NJC Pts 4 - 17</td>
<td>21 days</td>
<td>28 days</td>
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<tr>
<td>NJC Pts 18 – 25</td>
<td>21 days</td>
<td>29 days</td>
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<tr>
<td>NJC Pts 26 – 36</td>
<td>23 days</td>
<td>30 days</td>
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is available from the Education Authority Human Resources Section. If you do not wish to remain in the Scheme you may opt out at any time.

For more information on being a member of the Scheme please visit the NILGOSC website: [www.nilgosc.org.uk](http://www.nilgosc.org.uk) or alternatively contact the NILGOSC office as follows:

**In person:** Templeton House, 411 Holywood Road, Belfast, BT4 2LP  
**Telephone:** 0345 3197 325  
**Fax:** 0345 3197 321  
**E-mail:** info@nilgosc.org.uk

**RETIREMENT**

Further information is available from Human Resource Services.

**NOTICE PERIOD**

The minimum period of notice employees are required to give to terminate employment is not less than 1 calendar month/4 weeks. Employees on salary NJC Pt. 42 and above (or equivalent) are required to give 3 calendar months’ notice.

**UNDERTAKING WORK IN ADDITION TO THIS POST**

The Working Time Regulations 1998 implement a maximum working week of 48 hours and although not expressly stated within the Regulations, UK Government guidance has made clear this total applies cumulatively to all employment held by the individual, not separately to each job.

Taking the Working Time Regulations and Health and Safety obligations into consideration employees who intend to undertake or have secondary employment should notify the Education Authority in writing of the nature of the role, the number of hours worked and the times that the additional post/s is/are worked.

**CHILD PROTECTION**

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as ‘regulated activity’.

Appointment to a post defined as ‘regulated activity’ is subject to a satisfactory outcome of the vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI which currently costs £33. **Please note that successful candidates will be expected to meet the cost.**
PRIVACY NOTICES

Detailed Privacy Notices are published on the EA website www.eani.org.uk/privacy which provide further information on how EA processes your personal information as well as detail on how to contact us if you have any questions. If you are unable to access the EA Privacy Notices, please contact human resources and copies will be provided.

OTHER POLICIES AND PROCEDURES

Other policies and Procedures are available from Human Resource Services on request.