



Washwood Heath  
Multi Academy Trust

## Job Description

**Post Holder:**

**Job Title**      **Building Services Supervisor**

**Grade:**        **Grade 2**

**Job Description effective from:**      Date of Commencement

### Core Purpose

To assist the Site Manager in the overall provision of services relating to the building and grounds of Washwood Heath Academy.

### Duties and Responsibilities

1. Maintaining the security of the site, and vehicles and equipment contained within it, including monitoring of the internal/external CCTV systems. This may involve the issue/receipt of keys to enable out of hours access to contractors.
2. Ensuring the premises and grounds are kept clean and safe for teachers, pupils and staff.
3. To monitor contractors working on site, and telephone liaison.
4. To carry out duties of a general handyman nature.
5. To carry out improvements to the building fabric and fittings as directed by the Site Manager.
6. To be responsible for secure issue and receipt of keys to external users.
7. To carry out urgent operational work, of varying nature, on the premises and grounds as directed by the Site Manager.
8. To assist with the movement throughout the school of furniture, other heavy items and parcels/deliveries as part of the school portorage service.
9. Under the direction of the Site Manager, to provide building access in the event of important school calendar items such as Open Evening, Governors meetings, celebration evenings.
10. To support the duty teams with undertaking duties as and when required.

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11. Other tasks, as directed by the Head of Academy, appropriate for the post.

**Line Manager**

Responsible to Site Manager.

**Job Description issued by  
after consultation**

\_\_\_\_\_  
**(Signature of Head of Academy)**

**Copy received by**

\_\_\_\_\_  
**(Signature of Employee)**

**Date**

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**Washwood Heath Multi Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.**

**Successful candidates will need to undertake an enhanced DBS check.**