

Strangford Integrated College

Job Application Pack

for the post of



Building Supervisor (Temporary/Part time) (No Supervision)

Completed applications should be returned to:
Principal's Secretary, Strangford Integrated College, Abbey Road, Carrowdore,
BT22 2GB.

**Applications should be received no later than 12noon on
Wednesday 9th July 2025.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford Integrated College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose-built campus. We are fortunate to have enthusiastic, well-behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever-changing world.

This is an excellent time to join Strangford Integrated College. We are highly oversubscribed and currently awaiting our new school building which started construction in April 2024.

As Building Supervisor (Temporary/ Part time - No Supervision) you will be working as part of a team to ensure the school is cleaned and maintained appropriately.

The successful applicant should be a good team worker and should have experience of working with children.

The Governors are absolutely passionate about securing the very best for Strangford Integrated College and the Community - they will expect commitment and drive but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Yours faithfully

Clare Foster

Principal

Job Description



STRANGFORD INTEGRATED COLLEGE

JOB DESCRIPTION

FOR

BUILDING SUPERVISOR (Temporary/Part time with no supervision)

Responsible to: Bursar

Job Purpose: To provide cleaning and non-cleaning services under the direction of the Bursar or other authorised person and in accordance with the practices and procedures of the school.

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 Bursar 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 other Authorised Person.
- 1.8 During normal working hours report any suspicious activity of persons immediately to the Bursar or other Authorised Person to ensure a safe working environment for building users.
- 1.9 Any breach of security must be reported to the Bursar or other Authorised Person. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with the School'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 School'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 Bursar 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 school 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 Bursar or other Authorised Person.
- 3.4 Recommend and implement changes in work procedures in accordance with the Bursar 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 Bursar 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 Bursar or other Authorised Person.
- 3.14 Clean external signs, light covers, and notices up to 3.35m.
- 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 Bursar 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 Work wear when provided.
- 3.21 Ensure that the cleaning standards within the premises meet the school's standards. (Where appropriate) investigate complaints in respect of the cleaning provision, take corrective action and where appropriate advise the Bursar 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 Bursar 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.
- 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 Principal 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, authorised and returned to the school 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



Strangford Integrated College

Personnel Specification for the post of Building Supervisor

(Temporary/Part time with No Supervision)

Job Ref: SC\BS(NS)

Post/s: 15 hours per week

Rate of Pay: £14.527 - £15.249 per hour (NJC points 11 - 14)

Knowledge	<i>Essential</i>	<p>Applicants should have:</p> <ul style="list-style-type: none"> ▪ The requirements of a school building supervisor ▪ Health and Safety regulations and requirements relevant to the role ▪ Manual Handling regulations ▪ Use of Security systems
Skills	<i>Essential</i>	<ul style="list-style-type: none"> ▪ Evidence of ability to work effectively and collaboratively as part of a team ▪ Excellent interpersonal and communication skills ▪ Proven effective administrative, planning and decision making skills to meet deadlines
Experience	<i>Essential</i>	<ul style="list-style-type: none"> ▪ Have a minimum of three months demonstrable experience working as an assistant building supervisor and/or caretaker and/or cleaner in a school or office environment.
	<i>Desirable</i>	<ul style="list-style-type: none"> ▪ Hold a NEBOSH Health and Safety at work qualification, or an equivalent or higher qualification ▪ Experience in using industrial cleaning equipment ▪ Evidence of experience of key holding duties including opening and closing premises and setting alarm systems. ▪ Experience of working in a school
Values	<i>Essential</i>	<ul style="list-style-type: none"> ▪ Evidence of how your experience and approach to work reflect the school's values ethos. You will find more information about the school's values/ethos on our school website.

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide information against each requirement, providing dates and ensuring that where requirements are time bounded you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

The Board of Governors reserves the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £32. Details of how to make payment will be sent to you at the pre-employment stage. Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

Applications must be returned by Wednesday 9th July 2025 at 12noon.

By post to: The Principal’s Secretary
 Strangford Integrated College
 Abbey Road
 Carrowdore
 BT22 2GB

By email to: jpierpoint232@c2kni.net

Late applications will not be accepted.

Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.

Strangford Integrated College is an Equal Opportunities Employer

Memorandum on Child Protection



This information originates in Department of Education Circular 2006/06: www.deni.gov.uk

The Board of Governors of Strangford Integrated College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

1. Candidates are reminded that:

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
 - Entered on DHSSPS list of those Disqualified from Working with Children.
 - Entered on Department of Education's list of unsuitable people.
 - Subject to a disqualification from the courts.
 - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

2. Each candidate must:

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
 - Photographic proof of identity
 - Original birth certificate
 - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

3. Candidates are advised that:

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.

- In making application for a regulated position in Strangford Integrated College, candidates acknowledge the school's right to:
 - Carry out pre-employment and criminal record checks.
 - Take cognisance of such information as the school deems appropriate and make decisions accordingly
 - Require full compliance with the requirements set out in this memorandum.
 - Disqualify those candidates who fail to comply.
 - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.