



LORETO COLLEGE COLERAINE

VOLUNTARY GRAMMAR SCHOOL
Castlerock Road Coleraine Co Derry BT51 3JZ
Spirituality and Excellence

Building Supervisor

This is a Permanent position.

Start Date: 16 November 2026

Hours: 37.5 hours per Week.

Working Pattern : Monday – Friday 7.30am (Open up) – 6.00pm (Lock up) (Split shifts to be agreed on appointment)

Grade/Scale : Building Supervisor

Salary: SCP 17-20: £31,022 - £32,597 The School operates the NILGOSC Superannuation Scheme.

Additional Information: Part-time, job share, or full-time hours could be available (to be discussed at interview).

Closing Date:

12.00pm on Wednesday 21 October 2026

Anticipated Interview Dates:

Friday 23 / Monday 26 October 2026

GENERAL INFORMATION

Loreto College is a Catholic Co-educational Voluntary Grammar School, catering for 11–18-year-old pupils. Founded in 1930, the College proudly remains embedded in the traditions and core values of the Loreto Order. The current enrolment is 1005 pupils, 69 teachers and 66 support staff.

In 2022 the Department of Education announced a major Capital Build project for Loreto College, which is likely to result in a brand-new school being developed on our existing site. This project is currently well underway, and the current estimated date of completion is 2031.

SECTION 1

JOB DESCRIPTION

POST TITLE: Building Supervisor

RESPONSIBLE TO: The Business Manager

JOB PROFILE:

To provide general services and care-taking duties to support the smooth running of the school in accordance with the practices and procedures of the School. The ideal candidate should have good attention to detail and be able to organise their workload effectively, proving to be a reliable and effective team player, along with being able to work alone using their own initiative. The successful candidate will ideally have a proven track record of maintenance work, be practical minded and take pride in all that they do. The postholder's work will primarily be directed by the Business Manager, but they will also liaise with other staff as required e.g. setting up facilities for a school event.

Main Duties And Responsibilities

1.0 Security

- 1.1 Security of all buildings and contents on the premises.
- 1.2 Open and close the premises and grounds (including the control of alarms). Out of hours work may be required for scheduled evening and weekend events.
- 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 Ensure 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 cameras system.
- 1.6 Operate and manage fire alarm, burglar alarm and building security systems and report any faults and to provide training on these systems to other staff as required.
- 1.7 Be the main key holder and attend in the event of an out of hours incident on the premises. Liaise with external services, emergency services, the Business Manager and other senior school staff as required.
- 1.8 During normal working hours report any breach of security or suspicious activity immediately to the School Principal or Vice-Principals or other authorised personnel.

2.0 Mechanical and Electrical Services

- Operation of all heating, plant & lighting systems on the premises.
- 2.1 Manage the efficient operation of the boiler/heating system ensuring value for money and energy conservation.
 - 2.2 Manage the lighting and heating of the premises and the routine maintenance of plant equipment.
 - 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 firefighting equipment to the Business Manager.
 - 2.7 Complete the regulation routine fire safety checks including the weekly testing of the fire alarm.

3.0 Cleaning

- 3.1 Ensure the premises are kept clean and tidy.
- 3.2 Plan, organise and control the work of relevant cleaning staff 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 Business Manager or other authorised person.
- 3.4 Recommend and implement changes in work procedures in accordance with the Business 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 Business Manager or other authorised person where these are inappropriate for the task.
- 3.6 Ensure that all hard surfaces, stairwells, paths, courtyards 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) and liaise with cleaning staff when issues arise.
- 3.9 Manage the daytime cleaning service of the school premises to deal with such things as spillage, flooding, midday toilet cleaning, litter or any cleaning problem associated with weather conditions.
- 3.10 Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
- 3.11 Clean external signs, light covers, and notices up to 3.35 m.
- 3.12 Clean non-electrical fittings on all portable heating and ventilation equipment.
- 3.13 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.
- 3.14 Ensure that all defects in cleaning equipment are reported to the Business Manager.
- 3.15 Liaise with relevant staff to prepare the premises for after-school activities or events and clean and prepare the school in readiness for the return of normal use.
- 3.16 Manage a process to ensure that all internal fixed glass surfaces up to 3.35 metres are cleaned on a regular basis.
- 3.17 Where appropriate, investigate complaints in respect of the cleaning provision, take corrective action and where appropriate notify the Business Manager.

4.0 Porterage

- 4.1 Receipt and transport of stores and materials and other goods and their distribution to and from appropriate points of storage.
- 4.2 Despatch goods and other materials from the building.
- 4.3 To transport all refuse bins to and from their collection point.
- 4.4 Prepare rooms / halls for examinations, services, events and other purposes.

5.0 Administration

- 5.1 Prepare reports on the cleaning of the premises and any defects in the premises externally and internally.
- 5.2 Organise, as authorised by the Business Manager, the employment of outside contractors or workmen, and monitor their presence reporting any deviation from their work routine. Ensure that all outside contractors report to reception for visitor's or contractor's passes and ensure that all arrangements comply with the College's safeguarding policy and health and safety regulations.

- 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 equipment are reported immediately to the Business Manager and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely.

6.0 Handyperson Duties

- 6.1 Undertake minor maintenance, repairs and handyperson duties 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.
- 7.2 Post holder will liaise with all facilities contractors and cleaning staff on site and ensure safe working practices in line with school requirements.

8.0 Training

- 8.1 Attend internal and external training courses as required.

10.0 Other Duties

- 10.1 To support the daily supervision staff particularly at break and lunch times.
- 10.2 To carry out other reasonable tasks or duties as requested by the Business Manager or other Senior Staff.

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.

SECTION 2

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.

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
Qualifications/ Experience	Have a minimum of twelve months' demonstrable experience working as an assistant building supervisor and/or building supervisor and/or caretaker and/or tradesperson. And/or have demonstrable experience in a trade such as plumbing, carpentry, electrical work, or general building maintenance. Be comfortable using general IT applications such as the school email system and Microsoft Word.	Shortlisting by Application Form
Qualifications/ Experience	Hold a current, valid driving licence.	Shortlisting by Application Form
Skills/ Abilities	As a key holder, be prepared to respond to call outs at short notice, including during unsociable hours.	Shortlisting by Application Form

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: - The requirements of a School Building Supervisor - Health and Safety regulations and requirements relevant to the role - Manual Handling regulations - The operation and programming of security systems, alarm systems and large heating systems. - The efficient management of the boiler/heating system to ensuring value for money and energy conservation.	Interview
Skills / Abilities	Evidence of ability to work effectively and collaboratively as part of a team. Excellent interpersonal and communication skills. Proven ability to use initiative and manage time effectively. Proven effective administrative, planning and decision-making skills to meet deadlines.	Interview
Values/ Orientation	Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about the school's values/ethos on our school website.	Interview

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	Have obtained 5 GCSEs including English and Maths NVQ Level 3 or equivalent qualification in a building maintenance / engineering maintenance / building services maintenance or equivalent Hold a NEBOSH Health and Safety at Work qualification, or an equivalent or higher level qualification Hold Working At Heights certification or be willing to complete certification Evidence of experience in using industrial cleaning equipment Evidence of experience of key holding duties, including opening and closing premises and setting alarm systems	Shortlisting by Application Form

DISCLOSURE OF CRIMINAL BACKGROUND

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

In the event that you are recommended for appointed to a post that involves 'regulated activity', 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. Details of how to make payment will be sent to you at the pre-employment stage.**

Further information can be accessed at **NI Direct** or the **Department of Justice**.