

## JOB DESCRIPTION

**JOB TITLE:** BUILDING SUPERVISOR

**LINE MANAGED BY:** DEPUTE HEAD OF FACILITIES

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### **JOB PURPOSE & OBJECTIVES**

To work within the Facilities team providing an efficient and responsive Building Supervisory support service.

### **KEY TASK SUMMARY**

To take responsibility for carrying out all measures related to the safe opening and closing of all buildings within the College Campus.

To monitor and maintain the fabric and operation of the College Campus and ensure that any defects are reported or repaired as necessary.

To support the Head of Facilities in ensuring that all fire and safety tests are carried out in line with agreed emergency procedures and liaise with Police/Fire Service accordingly.

React to and cover during unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, during college holidays or weekends.

Supervision of premises to prevent damage, unauthorised entry, unauthorised parking.

Maintain and be responsible for keys.

Plan and organise the schedules of the Cleaners ensuring that daily targets are met and that work is carried out in accordance with Health and Safety regulations and College policies.

Where appropriate, planning work allocation, preparing or checking timesheets including overtime, instructing, directing and checking all tasks completed to a satisfactory level.

### Building and Grounds

Maintain standards of cleanliness and control litter, including litter picking throughout the College Campus to ensure areas are kept free from litter.

Keep all hard landscape areas, planted areas, paths and car parks clear of litter. Keep paths clear of weeds and gullies are free flowing and clean.

Maintain safe pedestrian access to the premises by salting and/or snow clearance.

Ensure the smooth and efficient operation of the College heating systems. Carry out weekly monitoring and be responsible for cleaning out boiler room and plant area.

Maintain a safe environment with proper lighting, signage, and disability access.

Ensure re-lamping of failed lamps and report failed light fittings accordingly.

Ensure waste management is processed as and when required.

### Building Maintenance

Be the key contact on site for any external contractors and ensure the work is carried as outlined by the Head of Facilities.

Ensure that all contractors are logged in and out of the building (when office staff are not present, weekend etc).

Ensure that all cleaners (including agency) are logged in and out of the building.

Carry out any minor repairs to fabric and furnishings and report faults to facilities helpdesk.

Liaise with the Head of Facilities on all building fabric and maintenance work.

### Storekeeping, Distribution and Portorage

Maintain inventory of Janitorial materials and portorage equipment and ordering new supplies.

Ensure stock control of material and products. Requesting replenishment as and when required.

General portorage duties and moving of furniture in accordance with Health and Safety regulations and College policies.

Receive all goods and stores delivered to the College, checking and ensuring that they are distributed to appropriate departments or checked and put away in stores and maintaining a record of deliveries.

Portorage of portable equipment, other documentation and materials.

Set out, tidy and clear away desks and furniture in classrooms and other areas.

### Cleaning of Building

Ensure that all areas within the premises have been cleared at the appropriate times.

Ensure that only approved cleaning materials, equipment and methods are being used in accordance with COSHH Regulations 1988, and that all cleaning work has been completed to the specification standard and in line with Health and Safety Regulations.

Carry out random checks on cleaning standards as specified by the Head of Facilities.

### Health and Safety

Check water temperatures at set points instructed by Head of Facilities, record on a weekly basis.

Take reasonable care for the health and safety of you and other persons who may be affected by your acts or omissions while at work.

Ensure that premises, plant and facilities are such that they are safe and without risk to health.

Be familiar and comply with the procedures for reporting incidents, accidents, dangerous occurrences and occupational diseases.

Ensure that clear passage is maintained on fire escape routes.

Maintain Fire evacuation log book.

### Miscellaneous and Liaison Duties

Dealing with enquiries as and when required.

Safe custody of articles left or lost.

Patrol the premises and grounds, particularly during intervals, lunch breaks, before and after classes.

Be available to render assistance to people using the premises and grounds.

Liaise with Functional Managers as required on all the aforementioned.

Perform any other relevant duty as directed by the Principal, Head of Facilities or Nominee(s)

## WHO WE ARE

### ***Vision***

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

*“To inspire and transform lives through inclusive, innovative and sustainable education.”*

### ***Mission***

South Lanarkshire College has a clear mission to,

*“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”*

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



## VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.

- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: July 2026