

JOB DESCRIPTION

JOB FAMILY:	Site Management, Caretaking and Cleaning
LEVEL:	C
JOB ID:	03CC
GRADE:	3

LEVEL DESCRIPTION

The post holder will have a proactive role in ensuring that school buildings facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of Site Manager, School Administrator /Bursar or Headteacher.

All duties are carried out within recognised procedures or guidelines.

The post holder will often be the first point of contact with school for contractors.

Visitors and hirers will be required to support and promote the corporate image of the school.

There will be a need to interpret information or situations and to resolve varied problems.

The post holder may be required to supervise caretaking and cleaning staff.

The post holder will be expected to undertake shift work to meet the needs of school.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Line management arrangements will vary from school to school but the post holder will report to either Site Manager, School Administrator/Bursar or Headteacher.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES AT THIS LEVEL

Security

- Ensure premises are locked / unlocked and secure.
- Operation of alarms.
- Ensure lights are turned off and windows are closed.
- Ensure fire doors are operational and alarms tested.
- Be on call in the event of emergencies.

Site Maintenance

- Undertake routine building and site maintenance work as required.
- Assist with planning and organisation of school refurbishment programmes.
- Liaise with school staff, contractors and County Architects as required.
- Ensure all plant and equipment is maintained to the required standard.
- Ensure all outside services are maintained, including drains, and hard areas.
- Monitor the standards of cleaning and grounds maintenance staff.

Caretaking

- Porterage and transportation of equipment, furniture and materials.
- Ordering of goods and supplies.
- Swimming pool maintenance.
- Letting of the school premises.
- Energy conservation.
- Ensure health and safety regulations are complied with.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	<ul style="list-style-type: none"> Broad knowledge of DIY equipment and straightforward repairs. Experience of allocating work. Experience of caretaking/cleaning. 	<ul style="list-style-type: none"> Knowledge of industrial cleaning products and the relevant health and safety guidelines. Painting and basic carpentry. Knowledge of security systems/alarms.
Literacy and numeracy	<ul style="list-style-type: none"> Ability to read and record written information e.g. meter readings, ordering supplies, etc. 	
Organisational		<ul style="list-style-type: none"> Knowledge of health and safety policies and procedures, e.g. manual handling. Knowledge of security and safety policies and procedures. Knowledge of cleaning standards.
Knowledge & use of equipment		<ul style="list-style-type: none"> Knowledge of DIY/gardening equipment.
Mental Skills:		
Research	<ul style="list-style-type: none"> Be aware of impact of differences when monitoring energy consumption. Ensure health and safety checks are carried out and records maintained. 	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Problem solving	<ul style="list-style-type: none"> • Ability to deal with varied problems within guidelines or refer to line manager. 	
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> • Identifying areas of improvement within the site and contributing to changes in working practice. 	
Planning ahead	<ul style="list-style-type: none"> • Short/ medium term planning for materials, workload and equipment checks. • Monitors work of others. • Contributes to longer term site planning. 	

Interpersonal & Communications Skills:

Training and / or presentation skills	<ul style="list-style-type: none"> • Provides training/ demonstrations to cleaning staff.
Advising / guiding skills	<ul style="list-style-type: none"> • Supervision of caretaking/ cleaning staff to include allocation of work and monitoring/checking of standards.
Negotiating, influencing or conciliating skills	<ul style="list-style-type: none"> • Provides advice and guidance to cleaning staff with regard to procedures and practices. • Advises Headteacher/line manager on maintenance and repair work.
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> • Keep up to date written records, e.g. fire inspections etc. • Ability to communicate clearly at all levels with internal and external personnel.

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Physical skills:		
Keyboard skills / use of mouse		<ul style="list-style-type: none"> • Basic keyboard /mouse skills.
Other manual skills	<ul style="list-style-type: none"> • Hand /eye co-ordination needed to undertake DIY tasks. 	
Other attributes:		
Level of autonomy	<ul style="list-style-type: none"> • The majority of work is covered by guidelines and procedures. • The post holder will be required to make day to day decisions about own work and work allocated to others. 	