HAMPSHIRE COUNTY COUNCIL

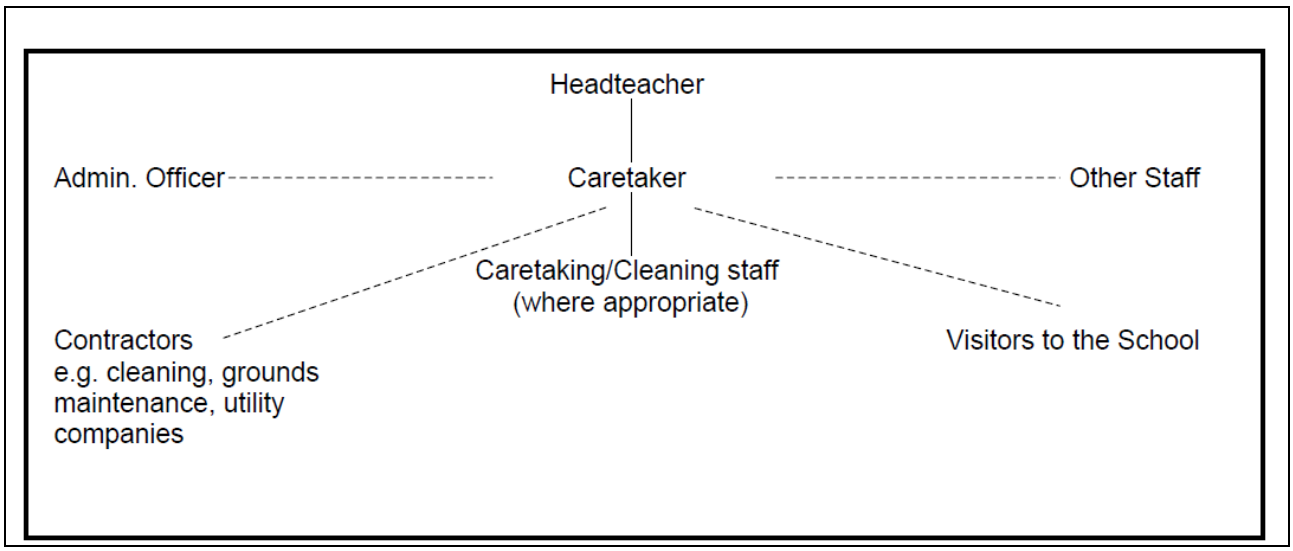
ROLE PROFILE FORM

	ROLE PROFILE FORM REF:	2137
1	**DEPARTMENT**	Children's Services (Schools)
2	**SECTION**	N/A
3	**GROUP SPECIALISM**	N/A
4	**ROLE TITLE IN FULL**	School Caretaker 2 (Generic)
5	**SAP ROLE TILE (No greater than 40 characters long)**	TBC
6	**STATUS OF ROLE PROFILE (i.e. New; revision; generic; challenge; deleted)**	Revision
6a	**Date of change in status / effective date**	TBC
7	**ROLE REPORTS TO (Supervisor/manager's role title)**	Headteacher/Senior Leadership Team

8	**ROLE PURPOSE (Why the role exists)**
	To provide a caretaking, cleaning, porterage and routine maintenance service to meet the needs of the school, ensuring high standards of cleanliness and operational effectiveness, and compliance with health and safety requirements.

9. ORGANISATION STRUCTURE

Please insert or attach a structure chart which clearly sets out the title of the role its peers, subordinates and superiors together with the numbers in role, reference numbers and grades of the role profiles shown.



10. Accountabilities

Accountability headings	Accountability statements
Cleaning	Supervise in-house cleaners/monitor standards of contract cleaners and report to line manager. Develop and operate a cleaning specification/schedule of cleaning for the site following agreed procedures and standards. Monitor cleaning standards, ensuring acceptable standards of cleanliness and report to line manager. Effectively use and maintain all site cleaning machinery showing regard to health and safety requirements. Ensure all graffiti is removed regularly. Hygienically clean following any body fluid spillages showing regard to health and safety requirements.
Site maintenance	Note and report to line manager all building and fabric defects, initiate repairs. Carry out routine maintenance repairs as requested, subject to training and previous experience. Make the area safe and carry out emergency repairs as appropriate. Plan and organise/carry out regular redecoration and essential maintenance. Attend the half-termly maintenance meeting with SLT to plan holiday work. Work with the line manager to obtain quotes and arrange site visits by contractors for tasks that cannot be completed by in-house staff. Operate the school heating, lighting, water and ventilation systems, ensuring they are maintained to the correct standard. Replace light bulbs and clean light fittings as required. Report to line manager the condition and maintenance of fixed safety signage. Ensure all tools and machinery relevant to the post are serviced and maintained. Ensure the grounds are maintained, including clearing of leaves, minor pruning, emptying of external waste bins and litter picking. Ensure that the Bad Weather and Emergency Plan/ procedure is in place. Take responsibility for clearing snow or ice from paths for access, dealing with floods, fires, break-ins or other damage caused to school property.
Stock management/ admin	Move goods and school equipment within the school. Monitor stocks of cleaning products and PPE and re-order as necessary.

	Maintain paper and online recording systems as instructed by line manager.
Management of use of site	Take and record meter readings as requested by line manager. Collect and assemble waste for collection. Check and adjust heating system. Arrange and organise lettings according to line manager's instruction. Prepare rooms for exams, lettings, parents' evenings, as instructed by line manager. Attend meetings relating to the running of the site.
Supervision of contractors	Manage contractors on site, ensuring all health and safety requirements are adhered to. Report to line manager regarding contractor performance. Report defects to term contractor and monitor repairs.
Management (where staff directly employed)	Line manage any directly reporting cleaning staff including organising training and performance management. Provide cover in the event of cleaning staff absence. Respond positively to reasonable requests commensurate with the role made by members of staff. Identify own training needs and those of any directly reporting cleaning staff, and report to line manager. Participate in training and other learning activities and performance development as required.
Security	Act as a keyholder for the school. Lock and unlock, including activate and deactivate intruder alarm system as directed by line manager . Act as principal keyholder in emergencies.
Health and safety	Liaise with school Fire Safety Officer. Act as Nominated Responsible Person for Asbestos Register. Carry out role-related risk assessments under direction of line manager. Ensure COSHH risk assessments are carried out and COSHH file contains up to date MSDs. Health and safety checks, including: • Boiler room inspection – carry out boiler room inspections and report any defects. • Site inspection – complete daily visual site safety inspection and quarterly premises inspection, reporting any defects to line manager. • Playground equipment – ensure all safety checks of playground are carried out and any defects reported to line manager and contractor. • Drains and drain covers – carry out and record inspections of all drain covers and manholes.

	• Call points – ensure weekly test of fire alarm call points are carried out and recorded, report any faults to contractor. • Fire extinguishers – carry out monthly inspection of fire extinguishers, record, report any faults to contractor. • Emergency lights – carry out monthly tests of emergency lighting, record, report and faults to contractor. • Fire doors – carry out quarterly inspection of fire doors, record, reporting any faults to contractor. • Final exit doors – carry out inspection of final exit doors, record, reporting any faults to contractor. Management of Legionella: • Act as Nominated Responsible Person for Legionella. • Flushing – carry out and record weekly and periodic flushing of the water system. • Temperature recording – carry out and record water temperature readings using the online system, report any identified faults. Carry out and record PAT tests if suitably qualified, ensure tests are carried out by contractor if not. Carry out and record inspection of all access equipment.
Additional functions	Minibus driving and inspection as agreed with line manager and if suitably qualified. Carry out and record swimming pool checks if suitably trained. Carry out cleaning of pool surrounds, foot baths etc, as per pool procedures. Manager budget with reference to cleaning supplies, toilet requisites. Monitor expenditure against agreed budget and report to line manager.
School policies	Be aware of and comply with policies and procedures relating to child protection, accessible access, health, safety and confidentiality, reporting all concerns appropriately.
Corporate and statutory initiatives – e.g. equalities, health and safety, e-government, sustainability	Maintain an awareness of HCC and school-specific health and safety policies and procedures and apply them in the day-to-day job requirements.

11. Key decision-making areas in the role (please provide 3 or 4 examples of typical decisions encountered)

Selection of staff (where appropriate) – involvement with the recruitment of cleaning staff, decide and agree with headteacher/line manager. Stock – monitor stocks of cleaning products and PPE and re-order as necessary.

Deployment and allocation of work to staff (where appropriate) – line manage any directly reporting cleaning staff, including organising training, workload allocation and performance management.

Engagement of contractors, e.g. emergency repairs and routine maintenance – report defects to term contractor and line manager, decide/agree with line manager works required outside of SLA agreement.

Repairs – identify repairs and maintenance required, decide/agree with line manager action required, carry out routine maintenance repairs as requested, subject to training and previous experience.

Swimming pool – Report to line manager re usability of pool following completion of swimming pool checks, cleaning of surrounds and foot baths etc if suitably trained.

12. Role dimensions – financial (e.g. annual revenue budgets) and non-financial units (e.g. workload, customers/staff) (Non-recurring budgets e.g. capital sums should be clearly indicated as such)

Budget – Allocation of budget for the requisition of cleaning and maintenance materials

Staff management – Dependent on size of school and whether cleaning services are subcontracted out

School assets – Will be substantial and valuable and may include managing access for maintenance and lettings

Dispersal of site – Varies depending on school, from one building on one site to multiple buildings on more than one site

Other – Regular deliveries each week

13. Main contacts – external/internal customer contacts and purpose. Frequency and level of contact may also be relevant.

Cleaning staff (where appropriate) – daily – manage and oversee standard of work; share information.

Headteacher – regular – to share information, and resolve issues and attend meetings.

Senior leadership team - frequent – to share information, request placing of orders and respond to requests for service delivery.

Other staff from school – regular – respond to requests for service delivery.

Visitors to the school, e.g. parents, community groups – oversee usage (lettings), act as first point of contact and respond to issues raised about the site, e.g. litter.

Contractors and suppliers – regular – agree on site work arrangements, receive deliveries.

Governors – infrequent – attend meetings of Governing Body to share/discuss information about the buildings and premises.

HCC staff – infrequent – meet with and liaise over site issues.

14. Working conditions – Please state the nature of the typical working conditions, i.e. the environmental and physical factors involving physical effort or strain. Please state the frequency of occurrence, e.g. infrequent, occasional, frequent or continuous

- Manual handling (inc. lifting heavy and awkward items)
- Wear protective clothing
- Exposure to potentially dirty, unpleasant and hazardous areas e.g. drains, toilets
- Working overhead e.g. replacing light bulbs, cleaning gutters, and at height e.g. use of ladders and step ladders.
- Handling cleaning materials, fluids, chemicals etc.
- Need to comply with COSHH regulations
- On occasions be available for additional hours in relation to evening and weekend use of the school premises by negotiation and in agreement with line manager
- Exposure to possible unruly behaviour/threats from the public, e.g. when locking up at night

15. Role requirements for operational effectiveness

Please state the essential skills, qualifications and types of experience which are required for operationally effective service delivery. Additional and desirable, attributes or qualifications, e.g. a degree or membership of a professional body should only be included, where the employing department believes that the role cannot be effectively performed without it.

Entry:

- Good interpersonal skills with a positive attitude towards others
- Evidence of previous team working and communication skills
- Good standard of IT skills, including ability to use Microsoft packages
- Good standard of written and spoken English
- Good numeracy skills
- Willing to undertake job-related training
- Be available to attend school/parents' functions as required

Initial induction/training required to become effective in role:
Estimated time to become operationally effective: 2-4 weeks induction

- Awareness of Health and Safety policy and procedures applicable to the school and the job
- Knowledge of layout of site and buildings
- Able to use machinery e.g. floor cleaning equipment
- Knowledge of school operational arrangements and procedures, schedule of day-to-day tasks and cleaning specification
- Understanding of maintenance requirements of school swimming pool (where school has this facility)

- Understanding of appropriate and correct use of cleaning materials

Operationally effective – how effectiveness in role is demonstrated:

- Ensures school is cleaned to a high standard through overall performance
- Ensures no complaints received from school community and users
- Identifies basic maintenance defects and initiates repairs
- Ensures positive reports received from HCC Caretaking and Cleaning service on caretaking standards in the school
- Establishes and maintains good relationships with staff and school community
- Uses initiative, and takes appropriate action without reference to the Headteacher

Adding value – what characteristics the advanced role holder will demonstrate:

- Undertakes preventative maintenance activities
- Prepared to undertake tasks which exceed requirements of job description e.g. presenting ideas and new initiatives in relation to the site and buildings
- Willing to enhance maintenance skills through training

16. Context/Additional Information

- Lone working (oversight of out-of-hours usage of the school e.g. lettings)
- Keyholder (vandalism call-outs, out of hours) and emergency call-outs – out of hours e.g. fire/burglar alarms
- Employed for 52 weeks per annum but Headteacher/senior leadership team normally only in school during term time (40 weeks) – need for use of initiative and independent working
- Drive school mini-bus (where MIDAS trained)
- Essential for school to be properly cleaned/adequately heated- school may have to close otherwise