

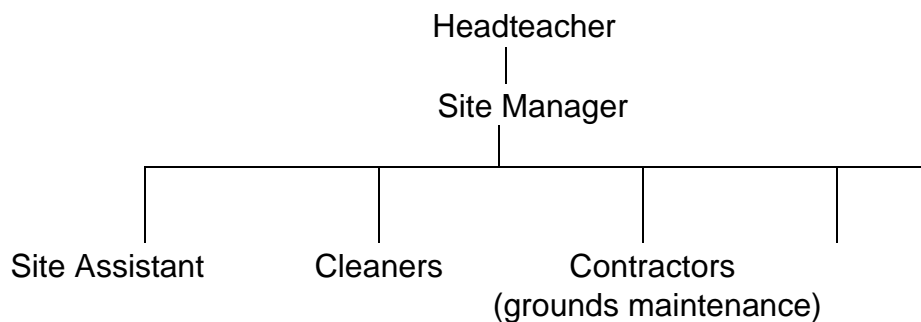
# HAMPSHIRE COUNTY COUNCIL

## ROLE PROFILE FORM

	<b>ROLE PROFILE FORM REF:</b>	2136
<b>1</b>	<b>DEPARTMENT</b>	Education (Schools)
<b>2</b>	<b>SECTION</b>	N/A
<b>3</b>	<b>GROUP SPECIALISM</b>	N/A
<b>4</b>	<b>ROLE TITLE IN FULL</b>	Site Assistant
<b>7</b>	<b>ROLE REPORTS TO (Supervisor/manager's role title)</b>	Site Manager

<b>8</b>	<b>ROLE PURPOSE (Why the role exists)</b>
	To assist with the maintenance of the physical resources on site (buildings, grounds, materials and equipment) so that optimum use can be made of them for school and community purposes.

### 9. ORGANISATION STRUCTURE



### 10. Accountabilities

Accountability statements are the key functions of the role which in combination make up the main purpose. Typical examples include Resource Management, Finance, Systems, Supervision, Professional Direction, Policy, Administration etc. Select an appropriate series of headings for this role and insert in the table below:

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<b>Accountability Headings</b>	<b>Accountability statements</b>
<b>Cleaning</b>	<p>Carry out cleaning duties to an acceptable standard as agreed with line manager.</p> <p>Contribute to the development of, and operate, a schedule of cleaning for the site under line manager's supervision, following agreed procedures and standards.</p> <p>Monitor cleaning standards, ensuring acceptable levels of hygiene and report to line manager.</p> <p>Effectively use all site cleaning machinery showing regard to health and safety requirements.</p> <p>Ensure all graffiti is removed regularly.</p> <p>Hygienically clean following any body fluid spillages, showing regard to health and safety requirements.</p>
<b>Site maintenance</b>	<p>Note and report to line manager all building and fabric defects.</p> <p>Carry out routine maintenance repairs as requested, subject to training and previous experience.</p> <p>Make the area safe and carry out emergency repairs as appropriate.</p> <p>Carry out internal and external maintenance and redecoration as instructed by line manager.</p> <p>Meet with Senior Leadership Team at half-termly maintenance meeting to contribute to planning holiday work if required by line manager.</p> <p>Operate the school heating, lighting, water and ventilation systems ensuring they are maintained to the correct standard.</p> <p>Report to line manager the condition and maintenance of fixed safety signage.</p> <p>Ensure all tools and machinery relevant to the post is serviced and maintained.</p> <p>Ensure the grounds are maintained including clearing of leaves, minor pruning, emptying of external waste bins and litter picking.</p> <p>Bad weather or emergency – take responsibility for clearing snow or ice from paths for access, dealing with break-ins or other damage caused to school property as agreed with line manager.</p>
<b>Stock management/ admin</b>	<p>Move goods and school equipment within the school.</p> <p>Monitor stocks of cleaning products and PPE and report to line manager.</p> <p>Maintain paper and online recording systems as instructed by line manager.</p>

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<b>Management of use of site</b>	<p>Take and record meter readings as requested by line manager.</p> <p>Collect and assemble waste for collection. Check and adjust heating system.</p> <p>Prepare rooms for exams, lettings, parents' evenings as instructed by line manager.</p>
<b>Supervision of contractors</b>	<p>Supervise contractors on site ensuring all health and safety requirements are adhered to.</p> <p>Report defects to term contractor and/or line manager.</p>
<b>Management (where staff directly employed)</b>	<p>Provide cover in the event of cleaning staff absence.</p> <p>Respond positively to reasonable requests commensurate with the role made by members of staff.</p> <p>Identify own training needs and report to line manager.</p> <p>Participate in training and other learning activities and performance development as required.</p>
<b>Security</b>	<p>Act as a keyholder for the school. Lock and unlock, including activate and deactivate intruder alarm system as directed by line manager.</p> <p>To be on call for emergencies if agreed with line manager.</p>
<b>Health and safety (training will be given)</b>	<p>Act as Nominated Responsible Person for Asbestos Register.</p> <p>Awareness of COSHH Regulations.</p> <p>Carry out health and safety checks, including:</p> <ul style="list-style-type: none"> <li>• carry out boiler room inspections and report to line manager</li> <li>• Site inspection – complete daily visual site safety inspection</li> <li>• Playground equipment – ensure all safety checks of the playground are carried out and any defects reported to line manager</li> <li>• Drains and drain covers – carry out and record inspections of all drain covers and manholes</li> <li>• Call points – carry out weekly test of fire alarm call points under direction of line manager</li> <li>• Fire extinguishers – carry out monthly inspection of fire extinguishers under direction of line manager</li> <li>• Emergency lights – carry out monthly tests of emergency lighting under direction of line manager</li> <li>• Fire doors – carry out quarterly inspection of fire doors under direction of line manager</li> <li>• Final exit doors – carry out inspection of final exit doors under direction of line manager</li> </ul> <p>Management of Legionella:</p> <ul style="list-style-type: none"> <li>• Flushing – carry out weekly and periodic flushing of the water system under direction of line manager</li> </ul>

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	<ul style="list-style-type: none"> <li>• Temperature recording – carry out water temperature recordings as directed by line manager</li> </ul> <p>Ensure all cleaning equipment has current PAT certification. Carry out and record inspection of all access equipment.</p>
<b>School policies</b>	Be aware of and comply with policies and procedures relating to child protection, accessible access, health, safety and confidentiality, reporting all concerns appropriately.
<b>Corporate and statutory initiatives – e.g. equalities, health and safety, e-government, sustainability</b>	Maintain an awareness of HCC and school health and safety policies and procedures and apply them in the day-to-day job requirements.

### 11. Key decision-making areas in the role

Stock – monitor stocks of cleaning products and PPE and report to line manager

Deployment and allocation of work to staff (where appropriate) – deployment and allocation of work to cleaning staff, under direction of line manager

Contractor liaison, e.g. emergency repairs and routine maintenance – report defects to term contractor and line manager

Repairs – identify repairs and maintenance required and report to line manager. Carry out routine maintenance repairs as requested by line manager, subject to training and previous experience

### 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.

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 – oversee standard of work; share information/ report to line manager regarding cleaning standards.

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.

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

#### **14. Working conditions**

- 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 (training will be given)
- Handling cleaning materials, fluids, chemicals etc.
- Need to be aware of COSHH regulations
- Exposure to possible unruly behaviour/threats from the public, e.g. when locking up at night

#### **15. Role requirements for operational effectiveness**

**Entry:**

- Good interpersonal skills with a positive attitude towards others.
- Basic IT literacy, able to access and respond to emails.
- Good standard of written and spoken English.

- Good numeracy skills.
- Willing to undertake job-related training.
- Evidence of previous team working.

**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-today tasks and cleaning specification.
- 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 and remedies basic maintenance defects.
- 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 senior leadership team.

**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**

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