

# Lancashire County Council Combined Role Profile

## Grade Profile – Site Supervisor 2(a) (Grade 4) (2a = Cleaning Staff)

<b>POST TITLE:</b>	Site Supervisor 2(a)
<b>GRADE:</b>	Grade 4
<b>CAR USER:</b>	
<b>LOCATION:</b>	
<b>RESPONSIBLE TO:</b>	Headteacher / Senior Manager / Site Supervisor3 / Site Manager
<b>STAFF RESPONSIBLE FOR:</b>	Cleaning Staff
<b>JOB PURPOSE: The main objectives to be achieved by the Postholder</b>	
<p>Under the general guidance of the Headteacher/Senior Manager/Site Supervisor 3/Site Manager, to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance. Management and monitoring of cleaning staff/work. The emphasis of this post will focus on either site supervision or Handyperson activities.</p>	
<b>MAIN ACTIVITIES</b>	<p><b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b></p>
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts</b></p> <p><b>Security &amp; Supervision</b></p> <ul style="list-style-type: none"> <li>- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s);</li> <li>- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;</li> <li>- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence;</li> <li>- Supervision of cleaning staff</li> </ul>	

## Caretaking and Maintenance

- Undertaking cleaning of allocated area(s), and closure cleaning;
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements;
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above);
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Headteacher or line manager;
- Drawing the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the premises which is beyond the competence of the site staff;
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
  - Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc;
  - minor maintenance of the heating system e.g. bleeding radiators;
  - minor repairs to school furniture, sports and classroom equipment;
  - painting and decorating as appropriate;
  - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
  - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window at a high level or glass covered by safety glazing regulations;
  - Minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean;
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc;
- Ensuring that adequate supplies of cleaning materials and other supplies are available;
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures;
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate;

- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage;

#### **Other duties**

- Testing portable electrical equipment if trained and accredited to do so;
- Assisting in the recruitment, selection, induction and appraisal of cleaning staff;
- Planning of own workload and the planning and allocation of duties/hours of work for cleaning staff;
- Instructing cleaning staff in all aspects of their work;
- Undertaking letting and related duties as appropriate;
- Preparing the school premises and site for out of school activities and clearing up after these activities;
- Verifying claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints;
- Undertaking training as appropriate;
- Occasional collection of miscellaneous provisions away from school premises, where reasonable;
- Undertaking banking of cash where required, subject to risk assessment;
- Carrying out an annual check of site maintenance equipment stock against the Inventory.

#### **General**

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments;
- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>
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#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

# Lancashire County Council

<b>Person specification form</b>		
<b>Post title:</b> Site Supervisor 2(a)	<b>Grade:</b> Grade 4	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b>		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
NVQ Level 2 qualification in Caretaking (or equivalent)	D	
Full driving licence (at School's discretion)	D	
<b>Experience</b>		
Experience of undertaking manual tasks (e.g. maintenance, DIY etc)	D	
Experience of supervising staff	D	
Experience of testing portable electrical equipment	D	
Experience of security-related duties	D	
<b>Knowledge, skills and abilities</b>		
Ability to work as part of a team	E	
Good communication skills	E	
Flexible attitude to work	E	
Ability to work in an organised and methodical way	E	
Basic numeracy & literacy skills	E	
Attention to detail skills	E	
Basic DIY/Repair skills	E	
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	
Ability to manage staff	E	
Time management skills	D	
Ability to manage own workload and prioritise effectively	E	
Knowledge of Recruitment & Selection issues	D	
Awareness of Health & Safety issues	E	

Awareness of CoSHH	E	
<i>Good interpersonal skills</i>	<i>E</i>	
<i>Positive approach to customer care and service delivery</i>	<i>E</i>	
<i>Commitment to undertaking relevant training and development</i>	<i>E</i>	
<i>First aid certificate</i>	<i>D</i>	
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. <i>Willingness to undertake MIDAS training course (where minibus duties are required)</i>	D	
5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	
6. Willingness to respond to emergency callouts	E	
7. Satisfactory attendance record/commitment to regular attendance at work	E	
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		