**Lancashire County Council Combined Role Profile**

**Grade Profile – Site Supervisor 2(a) (Grade 4)**

**(2a = Cleaning Staff)**

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| **POST** **TITLE:**  | Site Supervisor 2(a)  |
| **GRADE:**  | Grade 4 |
| **CAR USER:**  |   |
| **LOCATION:**  |   |
| **RESPONSIBLE TO:**  | Headteacher  |
| **STAFF RESPONSIBLE FOR:**  | n/a  |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| Under the general guidance of the Headteacher, 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 cleaning and basic maintenance. To be vigilant in ensuring that the whole premises is kept in an excellent state of repair and cleanliness and is safe at all times for the children and staff.  |
|  **MAIN What the Postholder will actually do** **ACTIVITIES What prescribed duties the postholder will have**  |
| **Security & Supervision** * 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);
* Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;

**Caretaking and Maintenance** * Undertaking thorough cleaning of all areas within the school buildings;
* Drawing the attention of the Headteacher to any repairs or maintenance work required at the premises which is beyond the competence of the site staff;
* Checking and noticing any maintenance or repairs that need to be carried out, either by the post holder or by a contractor/tradesperson/our handyman;
* Basic decorating
* Ensuring that all areas within the site are free from litter and other debris and that all drains and gullies are free-flowing and clean;
* Taking delivery of stores, materials and other goods when on site;
* Ensuring that adequate supplies of cleaning materials and other supplies are available;
* Operating the heating so that the required temperatures are maintained in the premises and an adequate supply of hot water is available;
* Carrying out routine procedures or checks on fire alarms, ladders and water taps, etc.
* Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate;
* Occasional collection of miscellaneous provisions away from school premises, where reasonable;
* If the postholder is able to complete DIY tasks:
* small plumbing jobs such as changing a washer;
	+ minor repairs to school furniture, sports and classroom equipment;
	+ Minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers.
	+ fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences, etc.
	+ At all times to carry out 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;
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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.