

Role Profile

Service:	
Location:	St Catherine's Catholic Primary School
Job Title:	School Facilities – Level Three
Grade:	D
Post No.:	JE0455
Reports to:	School Business Manager/Deputy Headteacher/Headteacher

1. Purpose of Job:

As a school caretaker, to provide for the maintenance and security of the school premises and site, promoting a safe working environment

Duties include ensuring buildings and site are secure and acting as a designated key holder

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

- Ensure that buildings and site are secure, including during out of school hours and take remedial action if required
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately
- Operate and regularly check systems such as heating, cooling, lighting and security including CCTV and alarms and reporting any faults to line manager
- Act as the designated key holder for the school premises
- Undertake minor repairs and maintenance of the buildings and site such as paint classroom
- Identify and report on emergency repairs, regular maintenance and safety checks
- Monitor and oversee the work of and manage cleaning and other site staff, including onsite maintenance contractors check that work is completed to required standards and within required timescales

- Monitor stock and advise of requirements
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings and equipment
- May ensure operation and day to day maintenance of specialised equipment, for example sports/theatrical/swimming pools
- May handle small amounts of cash for the purchase of repair materials
- May receive deliveries, check and place into stock

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

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Knowledge, training and experience
<ul style="list-style-type: none"> • Working at or towards national occupational standards for facilities management and knowledge/skills equivalent to national qualifications level 3 • Knowledge of procedures and policies in relation to school security, relevant health and safety, COSH regulations • Relevant experience • Able to use basic tools to undertake minor maintenance repairs • Understanding of appropriate specialised systems such as heating, cooling, lighting and security • Able to allocate work to others
Skills
<p>Planning, organising and controlling skills</p> <ul style="list-style-type: none"> • Work within school policies and COSH regulations to plan and complete work that is delivered on a daily basis • Carry out work that are specific in nature, for example, operation and regular checking of systems, undertake minor repairs, monitor stock, order supplies • Organise/prioritise own duties/tasks in response to changing and/or conflicting demands, such as weather conditions, blocked drains/toilets, routine checking of systems • Oversee the work of others to ensure services are delivered effectively, such as cleaning and other site staff, onsite maintenance contractors

Communication and influencing skills

- Use normal level of courtesy when dealing with other people, using tact and diplomacy
- Provide technical information to colleagues and service users within defined guidelines
- Build and maintain effective working relationships with colleagues, service users and other organisations to ensure the appropriate level of service is provided

Initiative and Innovation skills

- Work within team plans, school policies, procedures, internal and external guidelines and statutory requirements
- Deliver a direct service to meet school needs and health and safety requirements
- Use initiative to plan and prioritise own work and decide on whether to undertake minor repairs
- Refer more complex situations to the supervisor or head teacher
- Carry out a range of duties such as operation and regular checking of systems, organisation of emergency repairs

Supplementary Information Form

Post Title	School Facilities – Level Three
Service Area	
Job Ref Number	For office use
Budget management accountability	<p>Please describe the accountability for managing budgets and their value, if applicable</p> <p>No direct budget responsibility but may handle small amounts of cash for purchase or repair materials and/or monitor and order stock supplies</p>
Staff management accountability	<p>Please describe the accountability for managing or supervising employees or equivalent, if applicable</p> <p>Monitor the work of and oversee cleaning and other site staff, including onsite maintenance contractors</p>
Physical effort	<p>Please describe the nature of any physical effort associated with the job that is over and above normal office requirements. It is important to also describe the frequency of the effort (for example, 'on average once a week', 'most of the time')</p> <p>There is a daily requirement to undertake portage duties including moving furniture and equipment within the school</p>
Working environment	<p>Please describe the nature of any adverse working conditions associated with the job. Please include people related behaviour including abuse and aggression from the public and environmental working conditions such risk of injury from people, dirt, smells and noise. It is important to also describe the frequency of the condition (for example, 'on average once a week', 'most of the time')</p> <p>The job involves cleaning, minor repairs in toilet areas, dealing with spillages, waste collection, on a daily basis</p> <p>Seasonal requirement to clear ice and snow (schools cannot be opened unless there is a clear and safe path to and from the premises)</p>