

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

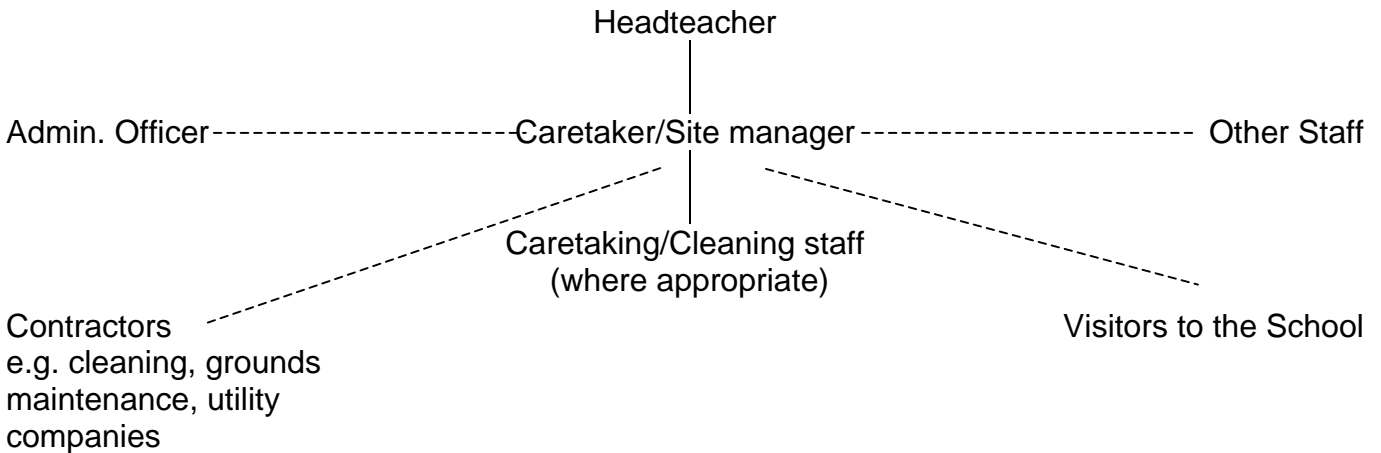
ROLE PROFILE FORM

Section A

Role Profile Ref Number	02137
Department/Section:	Children' s Services– Schools
Role Title:	School Caretaker 2 Generic role profile (In some schools the post is designated Site Manager)
Reports To - (Supervisor/manager's role title) :	Headteacher
Role Purpose: (why the role exists)	To provide a caretaking, cleaning, portorage 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.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Cleaning	Develop and operate a programme of the site. Ensure site cleanliness meets standards, monitoring performance and raising issues with the contractor (where private contractor engaged).	
Maintenance	Access requirements for maintenance and instigate repairs where appropriate. Report more complex requirements to line manager. Detect building and fabric defects. Assess need for and allocate contracts. Record meter readings to monitor energy consumption and identify problems.	
Supervision of contractors	Engage contractors and monitor performance, raising issues as appropriate with line manager. Liaise with HCC regarding specialist cleaning and maintenance.. Meet with various County Depts to provide input to new developments and on going changes	
Management of use of site	Liaise with users of the site over their needs. Oversee the use of site by hirers, lettings etc.	
Management (where staff directly employed)	Carry out recruitment, induction, training, supervision, and appraisal of site/cleaning team. Allocate work in accordance with schedules.	
Stock mgt/admin	Maintain stock and clearing supplies. Maintain records of supplies and monitor effectiveness of usage. Maintain accurate records	

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Security	Act as key holder for emergencies. Attend school in response to “call outs” in emergencies; act as a principal key holder in emergencies.	
Corporate and statutory initiatives - equalities/health and safety/e-	<ul style="list-style-type: none"> Maintain an awareness of HCC and Departmental Health & Safety policies and procedures and apply them in the day-to-day job requirements 	
Section D -The key decision making areas in the role		
<p>Selection of staff (where appropriate)</p> <p>Stock</p> <p>Deployment & allocation of work to staff (where appropriate)</p> <p>Engagement of contractors e.g. emergency repairs and routine maintenance</p> <p>Repairs</p> <p>Swimming pool</p>	<p>Decide and agree with Headteacher</p> <p>Decide on what, and when, to buy, within budget limits</p> <p>Decide</p> <p>Decide/agree with Headteacher</p> <p>Decide action required to rectify</p> <p>Decide on usability</p>	
Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)		
<p>Budget – Typically in the region of £1000 per annum for materials</p> <p>Staff Management – Dependent on size of school & whether cleaning services are subcontracted out</p> <p>School Assets – Will be substantial and valuable and may include managing access for maintenance and lettings</p> <p>Dispersal of Site – Varies depending on school, from 1 building on 1 site to multiple buildings on more than 1 site</p> <p>Other – Regular deliveries each week</p>		

Section F - The main contacts – external/internal customer contacts and purpose

Cleaning staff (where appropriate)	Daily – manage and oversee standard of work; share information
Headteacher	Regular – to share information, and resolve issues and attend meetings
Admin. Officer	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, briefing re problems to be resolved/service or system usage required. Receive deliveries
Governors	Infrequent – attend meetings of Governing Body to share/discuss information about the buildings and premises
HCC staff	Infrequent- meet with an liaise over site issues

Section G - Working conditions – environment, and physical effort or strain.

- 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. on roofs.
- Handling cleaning materials, fluids, chemicals etc.
- Need to be aware of COSHH regulations

Section H - Context/additional information

- Lone working (oversight of out-of-hours usage of the school e.g. lettings)
- Keyholder (vandalism call-outs, out of hours)
- Emergency call-outs – out of hours e.g. fire/burglar alarms
- 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
- Drive school mini-bus (where MIDAS trained)
- Exposure to possible unruly behaviour/threats from the public e.g. when locking up at night
- Essential for school to be properly cleaned/adequately heated- school may have to close otherwise

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

Physically able to operate heavy duty cleaning equipment and lift heavy objects
Able to use own initiative
Skilled in cleaning procedures and use of commercial cleaning equipment
Skilled in routine maintenance activities
Working knowledge of H and S requirements
Supervisory experience
Able to use own imitative

Section J – Initial induction/training required to become effective in the 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. buffing machine
- 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

Section K – Operationally effective: How would effectiveness in role be 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
- Use initiative, and takes appropriate action without reference to the Headteacher

Section L - Adding value: What characteristics will the advanced role holder

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

You have now completed the sections which will be used in job evaluation. Please continue to complete the remaining sections of the form.