

Lancashire County Council Combined Role Profile

Grade Profile – Site Supervisor 2(b) (Grade 3) (2b = Contract Monitoring)

POST TITLE:	Site Supervisor 2(b)
GRADE:	Grade 3 SCP 9-13
CAR USER:	
LOCATION:	Hoole St Michael CE Primary School
RESPONSIBLE TO:	Headteacher / Senior Manager / Site Supervisor3 / Site Manager
STAFF RESPONSIBLE FOR:	Caretaking and Site Maintenance
JOB PURPOSE: The main objectives to be achieved by the Postholder	
<p>Under the general guidance of the Headteacher, 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 portage, cleaning and maintenance. Monitoring of contract cleaning work. The emphasis of this post will focus on either site supervision or Handyperson activities. The balance of duties will be determined by the needs of the school.</p>	
MAIN ACTIVITIES	<p>What the Postholder will actually do What prescribed duties the postholder will have</p>
<p>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</p> <p>Security & Contract Monitoring</p> <ul style="list-style-type: none"> - 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; - Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence; - Monitor compliance with the cleaning contract, reporting any issues in relation to non-compliance to the Headteacher or line manager; - Liaison with on-site supervisor in respect of compliance with the cleaning contract. 	

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;
- 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;
- 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;
- Planning of own workload;
- Undertaking letting and related duties as appropriate;
- Preparing the school premises and site for out of school activities and clearing up after these activities;
- Completing 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 assessment;
- 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.

Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
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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.

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Person specification form		
Post title: Site Supervisor 2(b)	Grade: Grade 3	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ Level 2 qualification in Caretaking (or equivalent)	D	
Full driving licence (at School's discretion)	D	
Experience		
Experience of undertaking manual tasks (e.g. maintenance, DIY etc)	D	
Practical experience of monitoring contract arrangements	D	
Experience of testing portable electrical equipment	D	
Experience of security-related duties	D	
Knowledge, skills and abilities		
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	
Time management skills	D	
Ability to manage own workload and prioritise effectively	E	
Awareness of Health & Safety issues	E	
Awareness of CoSHH	E	
<i>Good interpersonal skills</i>	E	
<i>Positive approach to customer care and service delivery</i>	E	

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

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PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfil the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

CONFIDENTIAL

Establishment/School	
Post title	
Description of main activities the employee will be required to undertake	
Form completed by: (print name)	

A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc.</i>).	<input type="checkbox"/>	<input type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i>).	<input type="checkbox"/>	<input type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i>).	<input type="checkbox"/>	<input type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions</i>).	<input type="checkbox"/>	<input type="checkbox"/>

forestry/countryside work).		
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**B. The job to which this form refers will or may involve one or more of the following activities.
(Please indicate YES or NO)**

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Line Manager/ Headteacher (please print)			
Signature:			
Telephone Number:		Date:	

V1.1
06/08/2010:
Agreed/prepared by: