Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Facilities Support Level D

SECTION: Schools

Examples of Job Titles at this Level
Senior Caretaker
Site Manager
Premises Manager
Caretaker

PURPOSE OF JOB

To work proactively under the direction of the Headteacher or other nominated member of staff, **to provide an effective site managing service to the School, ensuring the upkeep of** a high standard of cleanliness, maintenance & security to the school, to *ensure* a clean and safe learning environment for the pupils.

- Management responsibilities
- Serious problems can be referred to manager/supervisor/Headteacher
- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve **a range of** differing problems
- First point of contact for contractors to the school

Please note; *All schools are organised differently. The range of activities required may be different in each school. This Job Description gives an overview of the level of work the postholder will be required to carry out, and examples of activities they may be required to undertake at this level.*

PRINCIPAL ACCOUNTABILITIES

- To *promote* and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To carry out and/or to *ensure* all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines
- **To *ensure* the school grounds are constantly in order** and subordinates or contractors carry out the required gardening appropriately, maintaining a safe and presentable environment for pupils, staff and visitors.

- To *monitor*, order and take delivery of appropriate supplies and equipment to *ensure* stock levels are adequate and ordered within an agreed budget.
- **To control stock and raise appropriate orders for stock and supplies of cleaning/maintenance equipment in liaison with financial personnel, within an agreed budget.**
- **To perform minor repairs such as plumbing, basic electrics (i.e. plugs, light bulbs, fuses) carpentry** to keep the school in a safe state and to help control major expenditure in the future.
- To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.
- **To *ensure* heating and hot water supply plant operates in accordance with agreed policy instructions and carry out frost precaution procedures.**
- **To *ensure* all meters are read and recorded appropriately** as required, provide assistance with energy conservation procedures. To ensure heating and hot water supply plant is operated in accordance with agreed policy instructions and that frost precaution procedures are carried out when required.
- To work with the Headteacher to induct, train and retain new cleaning staff, and to *assist* with the recruitment of new staff i**ncluding shortlisting and interviews**, in order to *ensure* an effective workforce is available to carry out the service required.
- To arrange cover for cleaning staff.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be 'on-call' in the event of an emergency during school closure times. (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.
- To support the setting up and clearing up of key social events e,g. the winter and summer fairs
- To be a **main** key holder for the school premises, responsible for both the *routine* and **emergency opening and closing of school grounds, activating alarm system if required to safeguard the school and its assets**

- To *ensure* access is provided to cleaning/contractors' staff within approved times.
- To perform risk assessments, and to liaise with other agencies in order to *ensure* Health and Safety checks are carried out, and that Health & Safety standards are maintained.
- To *supervise* cleaning staff or *monitor* cleaning contracts staff, and record cleaning standards to *ensure* the requirements are maintained and that the school is a clean and pleasant environment.
- **To *manage/supervise* cleaning and/or caretaking staff.**
- First point of contact for contractors to the school
- To liaise on a daily basis with the Headteacher or School Business Manager nominated to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.
- **To liaise with outside contractors to obtain quotes, check workmanship, and to *ensure* the work they carry out is to the satisfaction of the Headteacher.**
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job

PERSON SPECIFICATION

POST TITLE: **Resource Support Level D**

SECTION: **Schools**

	ESSENTIAL CRITERIA
Job Related Education and Qualifications and Knowledge	• Educated to NVQ **Level 3** or comparable relevant experience • ***Good* working** knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs) • **A clear understanding** of health & safety requirements and **COSHH guidelines**
Experience	• **Minimum** of two years experience of Facilities Support work within a school at Level B or C • Experience of organising or **dealing with** supervision of a range of maintenance and janitorial duties • Experience of staff **management** • **Experience of co-ordinating a small budget**
Skills/Abilties	• Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items • The ability to work flexible hours • Effective verbal communication skills • ***Very good*** numeracy & literacy skills • Basic IT skills • Strong organisational skills • The ability to prioritise own workload • The ability to work unsupervised • The ability to manage others • Demonstrate the abiltiy to liaise effectively with other staff, contractors and visitors to the school
Other Requirements	• Willingness to undertake necessary tasks of an unpleasant nature • An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations • Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role • The postholder may be required to attend and successfully complete the 4day Pool Plant operator course if appropriate
Equalities	To be able to demonstrate a commitment to the principles

of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.