

**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.

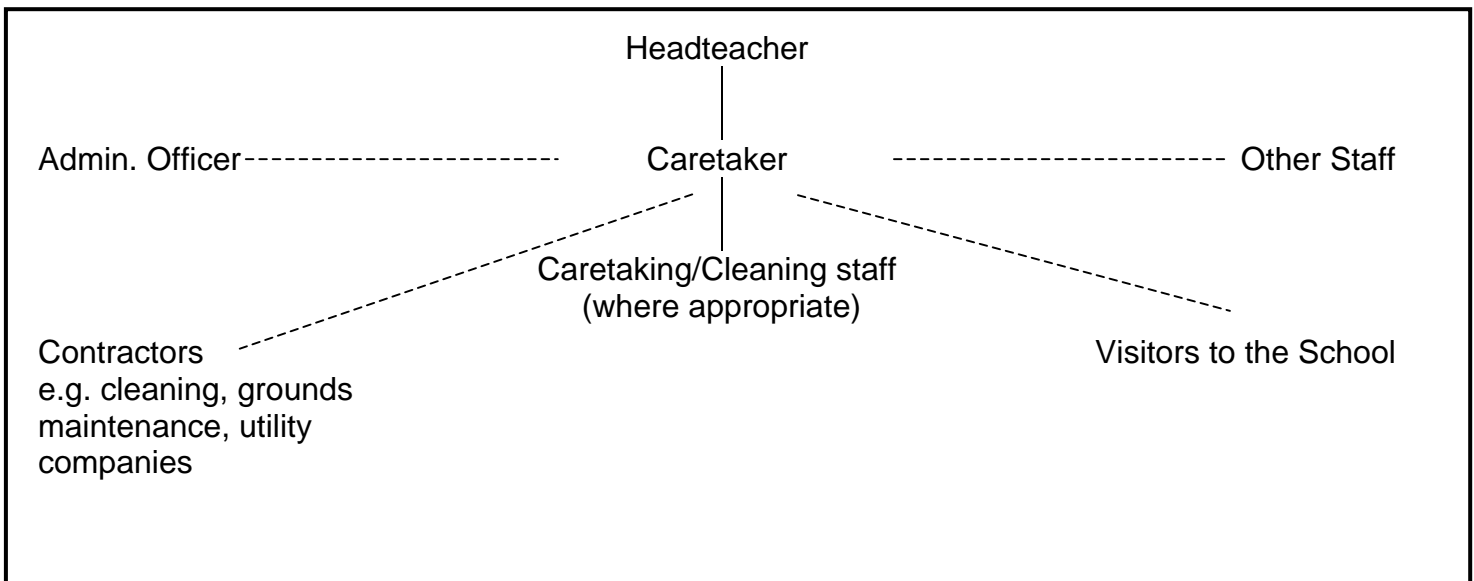
**ROLE PROFILE FORM**

**Section A**

<b>Role Profile Ref Number</b>	<b>02135</b>
<b>Department/Section:</b>	<b>Children's Services (Schools)</b>
<b>Role Title:</b>	<b>School Caretaker 1 Generic role profile</b>
<b>Reports To - (Supervisor/manager's role title) :</b>	<b>Headteacher</b>
<b>Role Purpose:</b> (why the role exists)	<b>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.</b>

**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.*

<b>Accountabilities</b>	<b>Accountability Statements</b>	<b>% of Time</b>
<p><b>Cleaning</b></p> <p><b>Maintenance</b></p>	<p>Follow agreed procedures and standards to ensure cleaning is carried out throughout the whole school area. Ensure the whole premises are covered and carry out specialist cleaning as required.</p> <p>Carry out temporary remedial action to meet H and Requirements. Undertake minor repairs and re-decoration. Ensure lighting and heating equipment is operational. Make reports and refer requirements to line manager as appropriate.</p>	
<p><b>Stock mgmt/admin</b></p>	<p>Monitor stocks and order supplies to maintain an effective cleaning/site service</p>	
<p><b>Management of use of site</b></p>	<p>Supervise users of the buildings. Undertake necessary action for non-standard events or incidents. Control and monitor access to site</p>	
<p><b>Supervision of contractors</b></p>	<p>Arrange for contractor attendance and brief them on requirement. Report on going progress and completion of tasks to agreed standards</p>	
<p><b>Management (where staff directly employed)</b></p>	<p>Carry out recruitment, induction, training, and appraisal of site/cleaning team. Allocate work in accordance with schedules.</p>	
<p><b>Security</b></p>	<p>Apply security procedures to the school area and report any discrepancies to the line manager. Unlock/lock school</p>	

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<b>Health and safety</b>	Maintain an up to date awareness of HCC and local H + S policies and procedures and apply them through out the school area	
<b>Corporate and statutory initiatives - equalities/health and safety/e-</b>	Maintain an awareness of HCC and Departmental Health & Safety policies and procedures and apply them in the day-to-day job requirements	
<b>Section D -The key decision making areas in the role</b>		
<p>Selection of staff (where appropriate)</p> <p>Stock</p> <p>Deployment &amp; 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>	
<b>Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)</b>		
<p><b>Budget</b> – Typically in the region of £1000 per annum for materials</p> <p><b>Staff Management</b> – Dependent on size of school &amp; whether cleaning services are subcontracted out</p> <p><b>School Assets</b> – Will be substantial and valuable and may include managing access for maintenance and lettings</p> <p><b>Dispersal of Site</b> – Varies depending on school, from 1 building on 1 site to multiple buildings on more than 1 site</p> <p><b>Other</b> – 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
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**

- Good interpersonal skills with a positive attitude towards others
- Physically able to operate heavy duty cleaning equipment, lift heavy objects
- Skilled in routine maintenance activities
- Experience of staff supervision
- Able to use initiative

**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.**