

Role Profile

Service:	
Location:	Various – Community Schools within London Borough of Barnet
Job Title:	School Facilities – Level Four
Grade:	E
Post No.:	
Reports to:	School Business Manager/Deputy Headteacher/Headteacher

1. Purpose of Job:

To provide for the security, maintenance and cleaning of the school to promote a safe working environment

Duties include ensuring buildings and site are secure and acting as a designated key holder, arranging regular maintenance and safety checks and emergency repairs and supervision of other facilities staff and/or contractors whilst on site

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 the site are secure, including during out of school hours and taking 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
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Undertake minor repairs and maintenance of the buildings and site, such as paint classroom
- Arrange emergency repairs and regular maintenance and safety checks
- Oversee onsite maintenance contractors, checking that work is completed to required

standards and within required timescales

- Monitor materials and stock and/or submit order for supplies
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment in line with other schedules
- May ensure operation and maintenance of specialised equipment, for example sports/theatrical/swimming pools
- May handle small amounts of cash for the purchase of repair material
- May facilitate lettings
- May show contractors round to obtain quotes for routine maintenance on school premises
- Responsibility for other staff including cleaning staff and grounds persons

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 • Significant relevant experience • Able to use basic tools to undertake minor maintenance repairs • Understanding of appropriate specialised systems such as heating, cooling, lighting and security • Supervisory experience • Understanding of appropriate specialised systems such as heating, cooling, lighting and security • Knowledge of the range of regulation and policies governing premises security, repairs and maintenance and the operation of heating, lighting systems
Skills
<ul style="list-style-type: none"> • Planning, organising and controlling skills • Work within school policies and COSH regulations to plan and complete work that is delivered in the short term • 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

- Plan for preventative maintenance programmes, analysing and planning the nature and extent of repairs and maintenance

Communication and influencing skills

- Understanding, influencing, empathising and communicating with people are important considerations in achieving job outcomes
- Provide advice and guidance on a range of technical and sometimes complex queries and enquiries from contractors on site, school and premises staff
- Build and maintain effective working relationships with colleagues, service users and other organisations to ensure the appropriate level of service is provided
- Supervise others using diplomacy, sensitivity and empathy

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, arrange emergency repairs, arrange regular maintenance and safety checks, ensure maintenance procedures are followed

Supplementary Information Form

Post Title	School Facilities – Level Four
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</p> <p>Monitor materials and stock and/or order supplies</p> <p>May handle small amounts of cash for the purchase of repair material</p>
Staff management accountability	<p>Please describe the accountability for managing or supervising employees or equivalent, if applicable</p> <p>Supervision of other facilities staff and contractors whilst on site</p> <p>Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales</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>

Role Profile Checklist

- 1 The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most.
- 2 The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail.
- 3 The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job.
- 4 The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job
- 5 The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people.
- 6 The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above 'normal' office environment)

DECLARATIONS

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

1	Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder)	<input type="checkbox"/>
2	Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder)	<input type="checkbox"/>
3	Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees)	<input type="checkbox"/>
4	No jobholder as job is currently vacant	<input type="checkbox"/>
5	Role being evaluated is for a restructure consultation	<input type="checkbox"/>
6	Jobholder not consulted – Other reason: Please specify:	<input type="checkbox"/>

Line Manager	Head of Service
Print	Print
Sign	Sign
Date	Date

