

Hernhill CEP School, FAVERSHAM
KENT COUNTY COUNCIL

JOB PROFILE

(Standard Job Description, Skills and Behaviours for the Job)

SECTION 1

JOB FAMILY	Premises Support
JOB PROFILE TITLE	Premises Support 6 (normally apply to Caretaker and Handyperson posts)
GRADE	KR3
DATE	December 2012

Summary of Job:

Ensure the security of the establishment, provide a cleaning and general maintenance service of internal and externally buildings and surrounding areas. Specific duties will vary according to the establishment.

Outline of Main Duties:

1. Maintain the security of the premises by opening and closing premises (including times for lettings), checking and replacing CCTV tapes (where applicable), repairing doors, latches and fences, acting as key holder for out of hours contact to maintain a safe environment.
2. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc. to ensure high standards of cleanliness and hygiene at all times.
3. Undertake the general checking and cleaning of some parts of the establishment, as directed, and if required cover for any absence of the cleaner i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained.
4. Check work carried out by the Cleaners to ensure a high standard of work is undertaken and maintained.
5. Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, painting and decorating etc., to ensure all areas are clean and fresh.
6. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc., and if required grass cutting and grass maintenance to maintain a clean and tidy environment.
7. Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning and repairing wheelchairs to ensure a safe environment is maintained.
8. Assist in the monitoring of the boiler, liaising with the Bursar, re organisation of servicing and repair.
9. Maintain adequate supplies of cleaning materials and supplies (light bulbs, batteries, salt, etc), re-ordering when needed, to meet the establishments needs.
10. Provide a portering service for deliveries, to ensure supplies are correctly handled and appropriately delivered
11. Take meter readings from appropriate sites around the school to ensure invoices

received are correct and budget monitoring is maintained
12. Attend training courses as required and assist in the training of other premises support staff as directed.
13. Comply with Health & Safety, Fire Regulations and other County policies, including weekly fire alarm checks and legionella testing.
According to the requirements of the particular establishment some or all of the following duties may be required:
14. Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.
15. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
16. Escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
<u>Staff & Others Supervised by the Job Holder:</u> Cleaners (in-house or contractors) as applicable

Note: Where a job holder carries out duties which are not included in the Main Duties above, these can be attached to this Job Profile.

It is recognised that some job holders may not carry out all the Main Duties in their particular place of work

Caretaker post 12/12

JOB PROFILE: PS6 (Caretaker / Handyperson posts)

SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

Skills Required:		
<i>A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.</i>		
	Skills Summary (wording from Skills Dictionary)	Level
1	<u>Technical Skills and Qualification</u> <ul style="list-style-type: none">• Use of a range of basic tools and machinery, eg. lawn mowers, kitchen equipment, cleaning equipment, etc.• Follows work routines/instructions• May require a driving licence• Day to day operational maintenance of plant and equipment, eg. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.• Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc.	2
2	<u>Operational Knowledge</u> <ul style="list-style-type: none">• Knowledge across a number of jobs, services and/or processes within the area/site• Knowledge of how own job fits into the activity and role of the area/site• Knowledge of a range of other jobs in the area/site	2
3	<u>Planning and Organising</u> <ul style="list-style-type: none">• Knows how to organise own and other’s workloads in order to achieve the job outcomes• Knows how to prioritise work and deliver on time• Knows how to identify changes required to work routines and act upon them in liaison with the head teacher• Contributes to day-to-day smooth running of the unit or process• Able to maintain accurate and timely records as required by the role e.g. cash returns, client diaries etc.• Identifies and knows how to solve everyday job-based problems in liaison with supervisor• Able to monitor job activities as required by the role	2
4	<u>Working with People</u> <ul style="list-style-type: none">• Able to establish a rapport with service users as necessary e.g. clients, members of the public, etc.• Understands how to encourage and influence people to get the best from them• Understands the needs of others and able to respond accordingly	2
5	<u>Communication</u> <ul style="list-style-type: none">• Able to understand information, advise and liaise with others accordingly• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as	2

	<p>appropriate</p> <ul style="list-style-type: none"> • Has written and numeric skills in order to complete more detailed records and reports • Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc. • Able to communicate using information technology as required for the job 	
6	<p>Money Skills</p> <ul style="list-style-type: none"> • None applicable 	0
7	<p>Health and Safety</p> <ul style="list-style-type: none"> • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities • Able to recognise and to deal with emergency situations 	2
8	<p>Equality</p> <ul style="list-style-type: none"> • Understands equal opportunities • Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager 	1

Behaviours for Success:

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focussing on the customer
 - how we work with both internal and external customers and service users to provide a customer focussed service
2. Personal Resourcefulness
 - how we enhance our personal ability to deliver an excellent service
3. Relationship Building
 - how we work with colleagues and partners
4. Managing for Success (for managers)
 - how managers encourage and enable staff to deliver excellent service
 - These Behaviours for Success apply to everyone, no matter what job they are doing within KCC. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.