



BISHOP VAUGHAN
CATHOLIC SCHOOL

Job Description

Directorate:	Education
School:	
Post Title:	School Premises Staff – Caretaking, Facilities Manager, Site Supervision & Cleaning, Level 4
Post No:	
Grade:	6 (SCP 11 – 17)
Job Family & Role Profile:	OP50A -

Summary of Role

JOB PURPOSE:	<ol style="list-style-type: none">1. Support the headteacher/bursar by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school. Manage other site staff. Oversee external contractors working on site.
OPERATIONAL / MAINTENANCE	<ol style="list-style-type: none">1. Manage specialist premises function2. Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson3. Allocation and monitoring of work4. Operate as part of management team, involved in planning, budget responsibilities5. Lead on discrete areas within an agreed system of supervision6. Manage maintenance, security and facilities systems on school sites and premises7. Contribute to the planning, development and monitoring of premises services8. Arrange for regular security checks to be undertaken and advise on how security risks can be minimised9. Manage fire safety equipment provision and scheduling of fire drills10. Manage provision of alarm systems, CCTV or surveillance equipment where appropriate11. Liaise with police, security and surveillance contractors12. Oversee the activities of external contractors on-site and monitor and report on associated budgets13. Make arrangements for effective response to emergency call out <p>Maintenance</p> <ol style="list-style-type: none">1. Arrange service and maintenance tenders2. Manage routine maintenance, repair schedules and specialist repairs3. Supervise maintenance contractors and undertake regular site inspections4. Identify defects and record repair and maintenance requirements5. Ensure that heating and lighting systems are maintained and operated

	<ol style="list-style-type: none"> 6. Provide emergency access to the school site 7. Undertake specialist cleaning tasks 8. Coordinate deliveries to the school site 9. Monitor performance of service contractors and record performance against specified standards 10. Undertake budget monitoring & prepare costed plans for repairs/maintenance and building activities as required
RESOURCES:	<ol style="list-style-type: none"> 1. Take a lead role in planning, development and organisation of systems/procedures/policies 2. Manage records, information and data, producing analysis and reports 3. Be responsible for creation and maintenance of purposeful, orderly and productive working environment 4. Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials 5. Promote and ensure the health and safety of pupils, staff & visitors at all times
ORGANISATION AND MANAGERIAL	<ol style="list-style-type: none"> 1. Be responsible for ensuring the maintenance/quality/safety of specialist equipment 2. Demonstrate and assist in the safe and effective use of specialist equipment/materials 3. Provide highly specialist advice and guidance as required 4. Management and supervision of lettings including premises, lettings and associated income, building and projects etc. 5. Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures <p>Management responsibilities</p> <ol style="list-style-type: none"> 6. Liaise with outside contractors such as cleaning, catering and grounds maintenance 7. Liaise between manager, headteacher, support staff, and governors 8. Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the headteacher 9. Lead on discrete areas within an agreed system of supervision 10. Oversee the activities of external contractors on-site and monitor and report on associated budgets
RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person 2. Contribute to the overall ethos/work/aims of the school 3. Recognise own strengths and areas of expertise and use these to advise and support others 4. Ensure compliance by self and others with all health and safety policies and procedures 5. Ensure safe use by self and others of equipment and materials 6. Establish constructive relationships and communication with contractors and other agencies/professionals 7. Attend and participate in regular meetings 8. Treat all users of the school with courtesy and consideration 9. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all 10. Aid in the preparation of specification for contracts for tender
GENERAL DUTIES:	<ol style="list-style-type: none"> 1. To ensure that all activities are carried out in accordance with Equal

Opportunities legislation and the City and County of Swansea Equal Opportunity Policy.

2. To undertake the Personal Health and Safety responsibilities within the HASAWA 1974.
3. To undertake any other duties as may reasonably be required commensurate with the level of the post.
4. The Authority retains the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.

Person Specification

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EXPERIENCE:	<ol style="list-style-type: none"> 1. Several years' experience working in a relevant discipline i.e. senior caretaking / site keeping experience in a school or similar environment. 2. Management/supervisory experience.
QUALIFICATIONS / TRAINING:	<ol style="list-style-type: none"> 1. N/SVQ Level 4/ NHD/Degree in relevant discipline or appropriate experience at senior level. 2. Good literacy and numeracy skills to Level 2.
KNOWLEDGE AND SKILLS:	<ol style="list-style-type: none"> 1. Effective use of ICT. 2. Use of appropriate specialist equipment/resources. 3. Full working knowledge of relevant polices/codes of practice/legislation. 4. Knowledge of health & safety procedures and precautions. 5. Knowledge of COSHH regulations. 6. Awareness of health and hygiene procedures. 7. Willingness to participate in development and training opportunities. 8. Managerial skills. 9. Knowledge of moving and handling procedures. 10. Ability to organise, lead and motivate a team. 11. Ability to self-evaluate learning needs and actively seek learning opportunities. 12. Ability to relate well to children and adults.

SPECIAL REQUIREMENTS:

Safeguarding:	The Authority in line with the Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults.
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Disclosure and Barring Service (DBS):	This post requires the post holder to have the level of DBS disclosure as indicated below:		
	Standard DBS Disclosure Application	Enhanced DBS Disclosure Application	No DBS Disclosure Application
		X	