

# Lancashire County Council Combined Role Profile

## Grade Profile – Lettings Supervisor (Grade 2)

<b>POST TITLE:</b>	Lettings Supervisor
<b>GRADE:</b>	Grade 2
<b>CAR USER:</b>	
<b>LOCATION:</b>	
<b>RESPONSIBLE TO:</b>	Headteacher / Operations Manager / Site Supervisor
<b>STAFF RESPONSIBLE FOR:</b>	
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Under the general direction and instruction of the Headteacher/Operations Manager/Site Supervisor, to contribute to the smooth running of the School by carrying out a range of cleaning and caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment. It is envisaged that the majority of time will be spent on cleaning duties. Will also act as a key holder, carrying out security procedures and will undertake minor DIY and maintenance. The postholder would prepare school premises for out of school activities. Under the direction of the Headteacher, may allocate work to part-time cleaning staff.</p>	
<b>MAIN ACTIVITIES</b>	<p><b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b></p>
<p><b>Security &amp; Supervision</b></p> <ul style="list-style-type: none"> <li>- The routine and non-routine opening of school premises and grounds;</li> <li>- To act as a key holder, carrying out security procedures for the building(s)</li> <li>- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;</li> <li>- Providing access to the school for contractors, under the direction of the Operations Manager;</li> <li>- Allocate work to part-time cleaning staff.</li> <li>- Undertaking supervision of the premises outside of school hours for lettings (including during evening and weekends)</li> </ul>	

## **Cleaning, Caretaking & Maintenance**

- Undertaking cleaning including closure cleaning;
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements;
- Window cleaning, including cleaning at a high level where appropriate safety equipment and training is available and a safe system of work has been defined in accordance with Health and Safety requirements;
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above);
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems/faults to Headteacher/Operations Manager/Site Supervisor;
- Drawing the attention of the appropriate authorities via the Operations Manager to any repairs or maintenance work required at the premises;
- Minor DIY, which is within the scope and capability of the postholder (e.g. removing graffiti, patching-up paintwork, sanding etc);
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean;
- Ensuring that adequate supplies of cleaning materials and other supplies are available;
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures;
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate;
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage;
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.

## **Other Duties**

- Preparing the school premises and site for out of school activities and clearing up after these activities;
- Undertaking appropriate training;
- Occasional collection of miscellaneous provisions away from school premises, where reasonable;
- Undertaking banking of cash where required, subject to risk assessment. -

**General**

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments;
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

**Note:**

**In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

# Lancashire County Council

Person specification form		
<b>Post title:</b> Site Supervisor 1	<b>Grade:</b> Grade 2	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b>		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), reference (R), test (T), or other (give details)
<b>Qualifications</b> Full driving licence (at School's discretion)	D	
<b>Experience</b> Experience of working as a cleaner	D	
Experience of undertaking manual tasks (e.g. maintenance, DIY etc)	D	
Experience of using powered equipment (e.g. floor buffer)	D	
Experience of security-related duties	D	
<b>Knowledge, skills and abilities</b> Ability to work as part of a team	E	
Good oral communication skills	E	
Flexible attitude to work	E	
Ability to work in an organised and methodical way	E	
Basic numeracy & literacy skills	E	
Attention to detail skills	D	
Basic DIY skills	D	
Ability to use relevant tools and equipment	D	
Awareness of Health & Safety issues	E	
Awareness of CoSHH	D	
<i>Good interpersonal skills</i>	E	
<i>Positive approach to customer care and service delivery</i>	E	
<i>Commitment to undertaking relevant training and development</i>	E	
<b>Other</b> (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people	E	I

2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	
5. Willingness to respond to emergency callouts	E	
6. <i>Willingness to undertake MIDAS training course (where minibus duties are required)</i>	D	
7. Satisfactory attendance record/commitment to regular attendance at work	E	R
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		