

IMPLEMENTATION OF SINGLE STATUS IN SCHOOLS – 2014					Job Family Profile Summary
CONSTRUCTION & MAINTENANCE					
	Grade 3	Grade 4	GRADE 5	GRADE 6	GRADE 7
Standard Job Titles	Cleaner	Caretaker; Lettings Assistant	Site Supervisor; Mini bus driver;	Site Manager Level 1; Assistant Site Manager; Grounds Manager	Site Manager Level 2
Level Purpose	To provide routine /practical cleaning and related support activities.	To operate as part of a team providing site maintenance/security or cleaning support with additional small maintenance tasks	To supervise/provide a range of practical site support functions	To be responsible for a site or school area such as school premises, site security, grounds/sports areas, planned maintenance of equipment etc.	To be responsible for site/s including security, health and safety, general appearance, cleanliness, upkeep and maintenance.
Typical reporting line	Caretaker or Site Manager	Site Supervisor / Site Manager	Site Manager / Business Manager / Senior Teaching Staff Member	Business Manager / Designated Senior Teaching Staff Member	Principal / Designated SMT member
Typical Supervisory responsibility	None but may be required to assist in basic induction / training of newly appointed staff members.	May provide a reference point for cleaning services staff. May be required to assist in the induction / training of newly appointed staff members.	May involve supervision of staff who undertake a number of practical support tasks within a specific range of functions or area of activity.	Supervision and day to day management of the work of a team involved in the delivery of multiple support functions.	Direction and supervision of cleaning and site staff and monitoring of cleaning specification
Probable Settings	All Schools	All Schools	Tendency within Small /Medium Secondary or Primary Schools with larger facilities.	Tendency within Small / Medium Secondary or Primary Schools with additional and specialist facilities. In larger Secondary setting may be part of a site management team.	Large Secondary / Community College possibly with multiple sites.
Generally Representative Accountabilities & Responsibilities NB The difference between any level is an accumulation of a number of elements rather than focus on any particular task.	Works to standard instructions, work standards are monitored by supervision by the designated manager. Practical cleaning activities through the operation of relatively simple and standard equipment. May include key holding responsibilities. Display basic courtesy and politeness to all service users.	Work is focussed on delivery of cleaning services and related support activities working to standard instructions. Issues are escalated to the Manager as appropriate. Practical tasks include meter readings, cleaning and maintenance of lights / sanitary fittings, lettings duties; setting up & clearing rooms. Responsibility for site security, appearance and safety. Display tact, basic courtesy and politeness to all service users.	Working to standard instructions and established routines. Planning own and others work to meet the needs of the school and related deadlines with access to technical help when required Duties include a range of practical support tasks which may encompass use and/or maintenance of basic machinery; grounds maintenance; safe transport of students. Responsibility for site security, appearance, safety and lettings. To develop and maintain effective communications with colleagues, students and other users.	Required to use independent decision making within procedural constraints in planning own and others work to meet the needs of the school and related deadlines. Providing a range of practical technical support relating to the maintenance of site / premises/ grounds, including technical equipment. Responsibility for a small budget. To develop and maintain effective communications with colleagues, students, contractors and other users.	Works within established procedures and practices determining work allocation and planned maintenance activity to meet the needs of the establishment(s) Able to provide a range of basic practical skills to meet repair/maintenance needs. Ensures safe working practices by staff and contractors and the safety of the school/college community and its visitors. Responsible for obtaining estimates and quotes under financial regulations and for managing small budget. Effective communications with staff, visitors and external contacts.
Typical Knowledge, Skills & Experience	Basic cleaning skills to perform routine tasks in accordance with recognised practice. Knowledge of H&S procedures including COSHH. Knowledge of use of cleaning materials for specific tasks.	Cleaning and janitorial skills to perform standard tasks. Knowledge of H&S procedures including COSHH, manual handling, working at heights. Supervision of cleaning processes.	Typically vocational qualification / training at NVQ level 2 or equivalent. Substantial experience of working within the procedures relevant to the job's function. Comprehensive understanding of safe working practices and risk assessment, including manual handling, use of equipment.	Typically vocational qualification / training at NVQ level 2 or equivalent. Broad range of practical experience and skills relevant to the job's functions. Comprehensive understanding of safe working practices and risk assessment relating to the functions for which responsible, including manual handling, use of equipment.	Typically vocational qualification / training at NVQ level 2 or equivalent. Significant skills and experience to be able to undertake a wide range of practical tasks. Supervisory skills, together with ability to plan and organise planned maintenance. Excellent understanding of safe working practices, security and risk assessment
Additional Work Elements	Some physical effort such as frequent use of buffer, vacuuming, scrubbing, bending. Some exposure to unfavourable working conditions, such as cleaning toilets, use of cleaning chemicals, bodily fluids, noise.	Some physical effort, such as lifting and carrying, working in awkward positions. Some exposure to unfavourable working conditions, such as heat/cold, dust, noise, fumes and working at heights.	Some physical effort, such as lifting and carrying, working in awkward positions, operating machinery. Some exposure to unfavourable working conditions, such as heat/cold, dust, noise, fumes and working at heights.	Some physical effort, such as lifting and carrying, working in awkward positions. Some exposure to unfavourable working conditions, such as inclement weather, heat / noise, working at heights.	Some physical effort, such as lifting and carrying and working in awkward positions. Some exposure to unfavourable working conditions such as inclement weather, heat, noise, working at heights.

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CONSTRUCTION & MAINTENANCE					
	GRADE 8				
Standard Job Titles	Facilities Manager				
Level Purpose	To manage, plan and organise work activities to meet performance / quality standards for a range of site services etc.				
Typical reporting line	Designated Senior Teaching Staff Member				
Typical Supervisory responsibility	Management of a team delivering a range of services to achieve targets.				
Probable Settings	Tendency within Medium / Large Secondary Schools with multiple / complex facilities or specialist role in Special School.				
<p>Generally Representative Accountabilities & Responsibilities</p> <p><i>NB The difference between any level is an accumulation of a number of elements rather than focus on any particular task.</i></p>	<p>Working within procedural and legislative requirements, planning and organising the work of a team to successfully deliver required outcomes.</p> <p>Managing a range of services including: lighting, heating, building, plant, equipment and grounds maintenance, health & safety, site security. May be responsible for promoting the use of buildings and income generation. Responsibility for budget such as recycling, security, furniture.</p> <p>To develop and maintain effective communications with colleagues, students, other users, contractors, key stakeholders as lead representative for the function.</p>				
Typical Knowledge, Skills & Experience	<p>Typically vocational qualification / training at NVQ level 3 or equivalent. Significant experience, practical training and knowledge of relevant procedures and legislation.</p> <p>Comprehensive understanding of safe working practices, including manual handling, use and maintenance of plant and equipment and risk assessment.</p>				
Additional Work Elements	<p>Reasonable element of physical effort involved in walking, standing.</p> <p>Some exposure to unfavourable working conditions, such as inclement weather, heat / noise, working at heights.</p>				

