

Devon County Council

Job Description

Position Title	Site Senior (no supervision)		
Reporting to	Area Supervisor		
Directorate/Section/School			
Effective date of JD			
Grade	D	Job Number	G.0976

Job Purpose including main duties and responsibilities:

The main purpose of the job is to:

To provide appropriate level of service, security, cleaning and maintenance as per contract with customer. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

Will be required to work across the Learn to Live Federation as part of the Federation Premises Team to cover staff absence, in emergency situations or to assist with large projects.

Manage school transport and car park at the start and end of each day.

Assist the Site Manager with projects

Help monitor the cleanliness of the site and liaise with the external cleaning company regarding standards, cleanliness and concerns with support of the Site Manager.

Ensuring the grounds, playgrounds and car parks are safe and well maintained.

Responsible for ensuring pool and pool area are safe and clean, and report any issues to the Site Manager.

Decommission faulty cleaning, grounds and playground equipment and report to the Site Manager.

Security including setting and disarming burglar alarm

Comply with HASAW Act 1974 and COSHH

Minor maintenance at premises, for example:

- Weed paved areas, grass cutting
- Replace tap washers
- Replace door and window furniture
- Fit coat hooks, shelves, display boards
- Rehang doors

Repair chairs / tables
Painting
Replace light bulbs, plugs etc

Keep outside areas clear of litter

Arrange access to site by contractors

Complete all relevant DCCS paperwork

Move furniture etc as required

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	◦	◦	◦
Experience	◦	◦	◦
Practical Skills	◦	◦	◦
Communication	◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦	◦	◦
Education and Training	◦	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job

- 1. Supervision and Management:**
There is no requirement to manage or supervise other employees
- 2. Creativity and Innovation:**
Need to be flexible in undertaking routine / programme of duties to meet needs of customer

Need to plan and organise maintenance work to reduce disruption
- 3. Links with other officers, Service users or Members of the Public:**
Daily liaison with site manager on work requirement and issues etc

Daily contact with DCCS area supervisor to discuss contract requirements etc.

Occasional contact with contractors whilst on site.
- 4. Levels of Responsibility:**
Decide on the programme of work for less frequent tasks.

Change programme of work to meet unexpected priorities

Order replacement stock of cleaning materials as and when required
- 5. Effects of Decisions:**
Ensures that premises are kept safe for use

Promotes the service of and goodwill to DCCS
- 6. Resources:**
Has a responsibility to ensure the security of the premises at the end of the day

Safe keeping of stocks of consumables
- 7. Work Demands:**
To work to the programme of maintenance, but to be able to re-prioritise to meet the daily needs of the customer
- 8. Physical Demands:**
Maintenance can involve stretching, lifting and working in awkward postures
- 9. Working Conditions:**
Majority of work is inside, but involves the cleaning of toilets etc.
Work outside is probably 20% of the time
- 10. Work Context:**
Job is physical using cleaning machines, cleaning chemicals etc

Need to clean toilets and clean up spillages etc.

11. Knowledge and Skills:

Understanding of HASAW Act 1974 and COSHH regulations

Experience of undertaking cleaning duties, use of floor polishers etc.

Able to undertake light maintenance work including repairs to furniture and doors etc.

Ability to communicate on cleaning and maintenance issues with premises managers and area supervisor

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score
1	2	2	2	1	3	2	2	2	2	3	340

Signatures:

Job Description agreed by:

Line/Originating Manager:_____ **Date:**_____

Head of Service/Head teacher_____ **Date:**_____

Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling		
Verbal / physical abuse		
Work equipment		
Fire		
Environmental		
Isolation / lone-working		
Slips, trips & falls		
Chemical		
Working with Vulnerable persons		
Premises related		
Transport risks		
Working at heights		
Other		