

**Wolverhampton City Council**  
**Role Profile Description**  
**OPSB15**

<b>Date</b>	<b>November 2011</b>
<b>Family</b>	<b>Operations (School Based)</b>
<b>Role Profile Level Number</b>	<b>15</b>
<b>Purpose</b>	
To carry out operational duties in a defined area; to set standards; under some supervision; using powered tools and equipment in the provision of an operational service in a school or educational establishment.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Work – Cleaning and Tidying</b>	
Carry out cleaning and clearing to leave the facility clean and tidy.	<ul style="list-style-type: none"> <li>• Facility clean and tidy</li> <li>• Rubbish cleared away</li> <li>• Materials and equipment in place</li> </ul>
<b>Work – Preparation</b>	
Carry out preparation for follow on activities.	<ul style="list-style-type: none"> <li>• Assigned tasks complete to set standards</li> <li>• Area/food/activity ready for follow on work</li> </ul>
<b>Work – Maintenance</b>	
Carry out repair and/or maintenance duties as instructed.	<ul style="list-style-type: none"> <li>• Assigned tasks complete to set standards</li> <li>• School or educational establishment in good condition</li> </ul>
<b>Work – Security</b>	
Patrol the site/premises to identify incidents and control access.	<ul style="list-style-type: none"> <li>• Security breaches and attempts at unauthorised access identified and reported</li> <li>• Security points set</li> <li>• Actual or attempted theft or damage recorded</li> <li>• Relevant authorities notified promptly</li> </ul>
May have opening and closing responsibility.	<ul style="list-style-type: none"> <li>• Secure premises</li> <li>• Premises open and closed on time</li> </ul>

<b>Tools and Equipment</b>	
Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner.	<ul style="list-style-type: none"> <li>• Tools and equipment safe and in good order</li> <li>• Correct settings maintained</li> <li>• Faults promptly reported</li> <li>• Equipment used in accordance with manufacturers' instructions</li> </ul>
<b>Records</b>	
Keep records as instructed and required by School / educational establishment or Council procedure and legislation.	<ul style="list-style-type: none"> <li>• Personal records complete, accurate, on time</li> <li>• Complete set routes and/or monitor the location/site</li> <li>• Patrol location and time recorded</li> <li>• School / educational establishment or Council procedures and legislation complied with</li> </ul>
<b>Health and Safety</b>	
Implement relevant H&S practices and procedures as instructed.	<ul style="list-style-type: none"> <li>• Safe working for self, team and teaching and non-teaching staff, pupils and their families or carers</li> <li>• Compliance with relevant regulations</li> </ul>
<b>Resources</b>	
May involve basic cash handling.	<ul style="list-style-type: none"> <li>• Financial transactions completed accurately</li> </ul>
<b>Service Issues</b>	
Report any problems or incidents encountered in work situations.	<ul style="list-style-type: none"> <li>• Line management aware of situation</li> <li>• Breakdowns, deficiencies, incidents reported and recorded</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>• Team – exchange information</li> <li>• Supervisor / Headteacher – receive and clarify instruction; report problems</li> <li>• Colleagues, pupils and their families or carers and members of the public – answer simple queries politely and refer others</li> </ul>	

<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>
<ul style="list-style-type: none"> <li>• May be outside in all weather conditions</li> <li>• Catering – inside, in kitchen with extremes of temperature</li> <li>• Frequent lifting and carrying of moderately heavy items</li> <li>• Variety of tools and equipment of potentially hazardous nature with risks of burns, cuts, trips, etc</li> <li>• Need to wear protective equipment</li> <li>• May be exposed to and/or need to deal with anti-social behaviour</li> <li>• May be exposed to and/or deal with substances of a hazardous nature</li> </ul>
<b>Procedural Context (creativity, discretion, impact)</b>
<ul style="list-style-type: none"> <li>• Working to a defined routine or route with a limited amount of discretion on order and/or method of working to meet timetable and priorities</li> <li>• any out of the ordinary matters referred to supervisor / Headteacher</li> <li>• May impact on school or establishment reputation</li> </ul>
<b>Planning Requirement</b>
<ul style="list-style-type: none"> <li>• Minimal planning demands, only required to plan own set tasks within the day</li> </ul>
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>
<ul style="list-style-type: none"> <li>• May handle cash</li> </ul>
<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• Understand relevant procedures and practices</li> <li>• Level 1</li> <li>• Awareness of H&amp;S procedures, including, where appropriate, how to use a variety of chemicals, knowledge of correct dosages</li> </ul>

Equipment Operated and Essential Skills
<ul style="list-style-type: none"><li>• CCTV; data capture devices</li><li>• Training course completed to understand how to use equipment satisfactorily with a series of data inputs, settings and adjustments</li><li>• Powered equipment requiring some adjustments to operate and maintain correct settings including basic checks on settings and running condition</li><li>• Ability to effect minor repairs and adjustments</li><li>• Vehicles and equipment-undertake daily checks</li><li>• Relevant licences</li><li>• May require ICT skills and relevant software</li></ul>