

Wolverhampton City Council
Role Profile Description
OPSB20A

Date	November 2011
Family	Operations (School Based)
Role Profile Level Number	20A
Purpose	
To carry out a range of operational duties to given standards under some/minimal supervision using powered tools and equipment as part of the provision of an operational service in a school or educational establishment.	
Role Accountability	End Result
Work - Planning	
Organise given duties to complete them within the allotted time.	<ul style="list-style-type: none"> Given tasks (or routines) completed on time and to set standards Own time used effectively
Work – Operational Service	
Carry out a range of operational service duties using hand/powered tools and equipment; application of work specific products.	<ul style="list-style-type: none"> Work done to set standards inc. accuracy, quality Appropriate tools and equipment used for tasks
Work – Delivery/Driving	
Collect, transport and deliver people/goods/materials as instructed.	<ul style="list-style-type: none"> Tasks completed safely and to correct location Scheduled times met Completion of routes/rounds
Use specific vehicles/equipment to undertake operational duties.	<ul style="list-style-type: none"> Completion of specific activities
Work – Allocation	
Allocate given tasks to team members.	<ul style="list-style-type: none"> Completion of work objectives
Work – Security	
Carry out periodic inspections of the site or premises to the given routine/schedule, or operate surveillance equipment; identify incidents or suspicious circumstances.	<ul style="list-style-type: none"> Inspections done to schedule/route Incidents etc. spotted and action taken School / establishment or Council procedures followed

May have key holding responsibilities.	<ul style="list-style-type: none"> Premises opened, closed on time and secure
Tools and Equipment	
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"> Tools and equipment safe and in good order Correct settings maintained Faults promptly reported Equipment used in accordance with manufacturers' instructions
Records	
Maintain and submit records and recordings as required.	<ul style="list-style-type: none"> Personal records complete on time Work records and recordings maintained accurately Work records completed and submitted promptly; recordings filed School / establishment or Council procedures followed
Health and Safety	
Be aware of and apply relevant H&S, and school / educational establishment or Council practices and procedures.	<ul style="list-style-type: none"> Safe working for self and others Compliance with relevant regulations and legislation
Service Delivery	
Report and action appropriately any incidents, problems, infringements encountered in work situations.	<ul style="list-style-type: none"> Headteacher / School Leadership Team aware of situation promptly School / educational establishment or Council procedures and regulations/legislation followed
Nature of Contacts and Relationship (who and the nature of the communications)	
<ul style="list-style-type: none"> Team – exchange information and may allocate tasks Headteacher / Senior Leadership Team – receive and clarify instruction; report problems Colleagues, pupils and their families or carers and members of the public – answer straightforward queries politely providing some explanatory information and refer others 	

Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • Inside and/or outside in all weather conditions and physical environments • Some lifting and carrying of heavy items and equipment; some digging ground • Potentially liable to verbal/physical abuse • May be required to work in restricted space • May be exposed to and/or deal with substances of a hazardous nature
Procedural Context (creativity, discretion, impact)
<ul style="list-style-type: none"> • 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 • May impact on school or establishment reputation
Planning Requirement
<ul style="list-style-type: none"> • Plan a clearly defined series of tasks to complete them within the allotted time and may involve planning team's work
Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • May involve cash handling
Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> • Understand relevant procedures and practices • Level 1 • Awareness of H&S procedures, including, where appropriate, how to use a variety of chemicals, knowledge of correct dosages
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> • CCTV; data capture devices • Training course completed to understand how to use equipment satisfactorily with a series of data inputs, settings and adjustments • Powered equipment requiring some adjustments to operate and maintain correct settings including basic checks on settings and running condition • Ability to effect minor repairs and adjustments • Vehicles and equipment-undertake daily checks • Relevant licences • May require ICT skills and relevant software