

Wolverhampton City Council
Role Profile Description
OPSB20S

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| Date | November 2011 |
| Family | Operations (School Based) |
| Role Profile Level Number | 20S |
| Purpose | |
| To carry out a range of operational duties to given standards under some/minimal supervision using powered tools and equipment and supervise a team as part of the provision of an operational service in a school or educational establishment. | |
| Role Accountability | End Result |
| Work - Planning | |
| Plan and organise own and team's work to meet given priorities. | <ul style="list-style-type: none"> Priorities met, team's work complete on time and to set standards |
| 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 / 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 / educational 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 | |
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| 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 / educational establishment or Council procedures followed |
| People Management | |
| Supervise and delegate the work of the team, escalating HR performance issues appropriately. | <ul style="list-style-type: none"> • Achievement of team's objectives and standards • HR issues addressed/actioned |
| 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 / Senior 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 - allocating work / directing team members • 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 | |

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| 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 from public for some roles • 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 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 • Supervisory capability • 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 |