

Wolverhampton City Council
Role Profile Description
OPSB30A

Date	November 2011
Family	Operations (School Based)
Role Profile Level Number	30A
Purpose	
To carry out a range of skilled duties to established standards under general direction/instructions using specialised plant and equipment where required to provide an operational service in a school or educational establishment.	
Role Accountability	End Result
Work - Planning	
Plan and organise work to meet given priorities and co-ordinate with other team members.	<ul style="list-style-type: none"> • Priorities met, work complete on time and to set standards • Work timing fits in with team schedule
Work – Operational Service	
Carry out the assigned specialised work to the relevant standards, using materials, equipment, resources as appropriate.	<ul style="list-style-type: none"> • Work done to set standards of quality, accuracy and time, temperature, etc. Appropriate tools, equipment, machinery used for tasks
Work – Driving/Operating	
Drive, operate and check specialist vehicles, plant and machinery to deliver goods etc and/or undertake an operational service.	<ul style="list-style-type: none"> • Goods safely delivered to destinations • Plant/machinery operated competently • Work carried out to required standards – quantity, quality and accuracy • Appropriate checks completed
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 specialised machinery, equipment and plant in the correct manner; carry out checks, adjustments and maintenance to ensure correct settings, safe use and security.	<ul style="list-style-type: none"> Specialist equipment, machinery, and plant in good order, set properly for task, and secure Appropriate tools and equipment selected and available for the tasks Minor repairs complete Appropriate checks completed
Records	
Compile, collate and maintain records as required by school / establishment or Council procedure and relevant regulations and legislation.	<ul style="list-style-type: none"> Personal records complete, on time Settings (e.g. temperatures etc) recorded Environmental protection records completed accurately and on time e.g. emissions School / establishment or Council procedures and relevant regulations and legislation complied with
Health and Safety/Compliance	
Be aware of, interpret and comply with H&S and other relevant regulations and legislation. Undertake Risk assessments	<ul style="list-style-type: none"> Safe working for self and others Audits/checks and risk assessments undertaken Compliance with relevant regulations and legislation
Service Delivery	
Report any incidents and problems encountered in work situations, taking corrective action to resolve them if possible.	<ul style="list-style-type: none"> Headteacher / Senior Leadership Team aware of situations promptly Corrective actions taken to resolve problems Breakdowns and deficiencies recorded and reported
Carry out work sensitively and safely and to codes of practice.	<ul style="list-style-type: none"> Codes of practice adhered to
Partners	
Liaise with partners and/or contractors to be aware of their wishes/expectations and facilitate their involvement.	<ul style="list-style-type: none"> Awareness of partner/contractor expectations Satisfactory work by partner and contractor

Nature of Contacts and Relationship (who and the nature of the communications)
<ul style="list-style-type: none"> • Team – working with team members, discussing issues; demonstrating and giving guidance to L1 and L2 operators • Headteacher / Senior Leadership Team – receive and clarify instruction; report problems • Colleagues, pupils and their families or carers and members of the public – try to resolve queries and problems; demonstrating sensitivity as required • Partners and Contractors—work directly with them to provide the service
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • Catering – inside, in kitchen with extreme temperatures, frequent lifting and carrying of moderately heavy items. Variety of tools and equipment of potentially hazardous nature with risks of burns, cuts, trips, etc • Inside and/or outside in all weather conditions and physical environments • May be required to work in restricted space • May be exposed to and/or deal with substances of a hazardous nature • Potentially liable to verbal/physical abuse • May involve sitting for long periods of time in vehicle
Procedural Context (creativity, discretion, impact)
<ul style="list-style-type: none"> • Working to a given pattern with standards and work methods defined. Some initiative possible to suggest better work methods, alter order of work and use alternative equipment to get work completed satisfactorily
Planning Requirement
<ul style="list-style-type: none"> • Plan and organise own work on a weekly basis • React to changing conditions (ad hoc)
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"> • Level 2 • Knowledge of H&S procedures and policies

Equipment Operated and Essential Skills
<ul style="list-style-type: none">• Complex plant and equipment/machinery with the ability to operate, adjust and maintain settings competently• ICT skills and relevant software• Relevant licences