

SVT – Premises 3 – Grade C (Unique)

Role Title	Typical job title
Premises 3 (Unique) SVT	
Information sources	Date of profile
(Premises 3 and 4) Job Evaluation Panel	01/12/2022
Purpose of the role (job statement)	
To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required; 2. Act as the designated key holder for the school premises; 3. Supervise and / or organise taking into account staff absences rotas for designated staff to ensure cleaning services are delivered to the required standard; 4. Undertake cleaning of allocated areas in line with specified standards; 5. Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training; 6. Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser; 7. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site; 8. Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting equipment faults and serious hazards to senior staff immediately; 9. Collect and dispose of waste; 10. Refill and replace soap, towels and other consumables; 11. Adhere to safeguarding procedures. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 12. Provide access to premises in emergency situations such as flooding; 13. Supervise / undertake specialised cleaning programmes during school closures or other designated periods. 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, supervision of cleaning staff, ordering supplies, repairs. 	

SVT – Premises 3 – Grade C (Driver)

Role Title	Typically reports to
Sea View Trust Driver Blackpool Grade C	Line Manager
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	150711 (reviewed 01.04.2021)
Purpose of the role (job statement)	
To provide a responsive, efficient and safe transport service for the school and pupils, including those with SEND (in conjunction with their escorts). To provide efficient transport of goods, services, mail, parcels and other items.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Drive a range of specially adapted and commercial vehicles (both school and non-school owned) for the transportation of pupils, including those with SEND, other passengers and goods in accordance with agreed safe systems of work; 2. Carry out daily vehicle safety checks and basic maintenance, maintaining a high standard of vehicle cleanliness including food storage containers; 3. Report any involvement in a road traffic accident and vehicle defect, reporting of any mechanical fault according to school procedures; 4. Load passenger / commercial vehicles in a safe and efficient manner utilizing load restraint devices, hydraulic tail lifts, platforms and pallet lifts where provided; 5. Provide support to pupils and passengers to enable safe entry to and exit from the vehicle, including use of personnel lifts and the securing of both wheelchairs and passengers in accordance with the Department of Transport Code of Practice; 6. Complete appropriate paperwork; 7. Responsible for the safety and well-being of pupils who are being transported; 8. Adhere to safeguarding procedures. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Undertake school-centred community activities, as prescribed by Headteachers, offering such additional supervisory services which may include direct supervision of a pupil on an outing; 2. Demonstrate own duties to new or less experienced staff. 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Ability to drive a motor vehicle and carry out routine maintenance; • Requires specialist driving licence as appropriate to vehicles driven; • MIDAS or willingness to undertake; • Knowledge of local geography and school requirements. 	