

Mayfield School

Site Team Procedure



Issue No	Date Written	Author / Reviewed By	Date of Review	Approved by Governors
1	April 2013	Lynne C Brownrigg		July 2013
2		PHS committee	Spring Term 2015	Spring Term 2015
3		PHS committee	Spring Term 2016	Spring Term 2017

Role Profiles / Unique Characteristics of the Post

Janitor

Role Profile - OP3A, + please reference also unique characteristics of the post.
(Appendices A & A1)

ORIAN Solutions Ltd Cleaning Team

Role Profile - please reference unique characteristics of the post.
(Appendix B)

Keyholding and Security of the Building

- The Janitor is the primary keyholder for the school. However the services of an out of school hours Keyholding Company is retained. (Northern Security)
- Security of the school site at the start and the end of the end is the responsibility of the Janitor.
- If the Janitor is not available, for example sickness absence, annual leave, etc then alternative cover will be provided in agreement between the Headteacher, (or the Deputy Headteacher in the absence of the Headteacher) and ORIAN Solutions Ltd.

Standard Hours of Work (Term Time)

Staff must sign in and out at the main reception desk at all times using the Inventory system. Staff should sign in and out for themselves only, and not their colleagues.

- **Janitor** - Full time - 37 hours per work
6.15am - 9.15am - 3 hours (Monday to Friday)
2.00pm - 6.30pm - 4 $\frac{1}{2}$ hours (Monday to Thursday)
2.30pm - 6.30pm - 4 hours (Friday)
(Exception - Term Time Tuesday evening - Youth Club letting agreement, Janitor returns to secure site at 8.50pm for 9pm youth club finish)
Hours in excess of 37 hours are claimed as additional hours on approval of Headteacher.
- **Cleaners x 2** - Part time - 19 hours per work
3.30pm - 7.15pm
- **Cleaner x 1** - Part time - 15 hours per work
3.30pm - 6.30pm

Classrooms will be available from 3.30pm onwards for access, once class teams and students have left site. Classrooms will be left clutterfree, chairs will be stacked and work surfaces clear.

Holiday Hours of Work

- Flexibility regarding working hours during school holiday periods can be requested in advance if there is a collective agreement by site team members, and the agreement of the Headteacher, (or the Deputy Headteacher in the absence of the Headteacher) and ORIAN has been received.

- All holiday cleaning requirements will be agreed between the Headteacher, (or the Deputy Headteacher in the absence of the Headteacher), ORIAN Solutions Ltd, and site team members for completion during holiday periods - ie periodical / high level cleaning eg behind cupboards, carpet cleaning, gym equipment, windows etc.

Annual Leave Entitlement

- Staff employed by Mayfield School are entitled upto a maximum of 30 days leave + 8 bank holidays.
- Annual leave should whenever possible, be taken during school holiday times - ie working to the requirements of the school building.
- Requests for annual leave must be made at least 2 weeks in advance and in writing to the Headteacher, or the Deputy Headteacher in the absence of the Headteacher ,
- All requests for annual leave me be agreed in writing by the Headteacher, or the Deputy Headteacher in the absence of the Headteacher.
- Staff are responsible for the recording and accuracy of their own leave record. (Reminder - leave years run birthday to birthday, specific to individuals.)

***Sickness Absence**

- You **MUST CONTACT THE SCHOOL OFFICE** if you are absent due to sickness. However, a message can be left on the answer phone outside of office hours.
- Give the reason for absence and indicate when you expect to return.
- **CONTACT THE SCHOOL OFFICE** by 4.00pm on the day before returning, informing school of your anticipated return.
- Every sickness absence of 1 - 7 days legally requires a yellow self-certification slip. It is your responsibility to complete this correctly, and as soon as possible on your return to work.
- Sickness in excess of 7 days legally requires a doctor's certificate.
- To ensure your sickness absence is recorded correctly certificate/s must be forwarded to the main school office, otherwise you will continue to be recorded as absent, which in turn could affect your salary.
- Where staff are absent for a period of more than 4 weeks, a referral to Human Resources will be made for possible Occupation Health involvement.

***Leave of Absence**

- Appointments with doctors/dentists should be made outside of the working day, *except in emergencies*.
- Appointments made by other agencies on your behalf i.e., hospital or consultant appointments will be treated as leave of absence and a copy of the appointment notification should be provided to support the request.
- Whenever possible, a yellow leave of absence request form should be submitted **2 weeks before** the date of request by the staff member needing to take time off. **ALL** requests for leave of absence must go through the Headteacher, or the Deputy Headteacher in the absence of the Headteacher.
- Leave of absence can only be granted under exceptional and agreed circumstances, and in accordance with entitlement under current legislation or national/local conditions of service.

Uniform

- No uniform is supplied. However, personal protection clothing is available for use; aprons, gloves, tabards, high visible jackets, waterproofs and safety shoes - appropriate to an individual's post.

It is strongly recommended that appropriate and sensible footwear be worn for work.

Well Being

- On Tuesday evenings (Youth Club) the Janitor has a shower on site at 6.10pm due to completion of duties involving excessive soiling and dusty areas eg gutterings, outside sweepings. On other occasions when a shower may be required, the Headteacher will be notified.

Appraisal

- An annual appraisal will take place for individual staff members. This will be completed by the Headteacher (or the Deputy Headteacher in the absence of the Headteacher).

The content of this procedure may be amended at any time following discussion between the head teacher and members of staff, and will be reviewed annually.

***ORIAN SOLUTIONS LTD** - will have similar procedures / protocols for the Management of Absence and Sickness.

ORIAN Solution Ltd must be informed by the site cleaning team if Annual Leave/Leave of Absence is required and time away from work is needed, regardless of the duration.

During school holiday periods, it is preferable that a minimum of 2 cleaners be on site at any one time, ie maximum of 2 cleaners to take annual leave together. (Exception to this can be made for the Christmas and New Year holiday break)



Role Profile Description

Your job family and role profile level

Date	August 2010
Family	Operations
Role Profile Level	3A
Purpose	Effectively deliver the security and operation of specific local activities in a service area.

Your responsibilities

ACCOUNTABLE FOR	END RESULT
Work – Planning	
<ul style="list-style-type: none"> Planning the work of the activities so they are completed in line with the needs of service users. 	<ul style="list-style-type: none"> Work is completed on time and to correct standards. Changes in circumstances are allowed for. Value-for-money in the service area is ensured.
<ul style="list-style-type: none"> Forward planning to ensure the activities are delivered to the appropriate standards. 	<ul style="list-style-type: none"> The activities are delivered to relevant standards. Emergency cover is provided, where necessary.
Work – Monitor and control	
<ul style="list-style-type: none"> Monitoring and controlling work to be completed to the set standards and specification and within budget. Identifying issues and, where appropriate, remedying or escalating them. 	<ul style="list-style-type: none"> Work is completed to the applicable standards. Work is carried out in a timely manner. Costs are kept within budget. Service is delivered to relevant standards.
Resources – Equipment and materials	
<ul style="list-style-type: none"> Identifying, requesting and organising the resources necessary for service delivery. 	<ul style="list-style-type: none"> The correct equipment/materials and/or services are available when needed. There are sufficient resources on site for work. Service users' needs are met.
Records and reports	
<ul style="list-style-type: none"> Maintaining accurate relevant records in accordance with procedures. Collating data for reports, as directed. 	<ul style="list-style-type: none"> All necessary records are complete and accurate. Key issues are flagged. Data is provided for reports in a timely manner. Procedures are complied with.
Health and Safety/compliance	
<ul style="list-style-type: none"> Completing the work to ensure compliance with the relevant regulations and procedures, which may involve the testing of relevant equipment to ensure safe usage. Adhering to Health and Safety procedures. 	<ul style="list-style-type: none"> Material and equipment is used safely. The relevant regulations and Council procedures are complied with. Any risk to service users is minimised. Service is delivered safely.

Service delivery	
<ul style="list-style-type: none"> • Co-ordinating and monitoring the service area activities to ensure service delivery to the relevant standards. • Identifying issues and, where appropriate, carrying out any remedial work to ensure service delivery. • Working with service users/stakeholders to identify and resolve any problems so work can progress satisfactorily. 	<ul style="list-style-type: none"> • Service is delivered to the relevant standards. • Improvements to service delivery are made. • Appropriate remedial work is carried out and, where necessary, recommendations for specific sub-contractors are made. • Changes to service delivery are achieved within appropriate timescales. • Initial action/response is taken to address problems. • Line management is promptly made aware of issues.
People management	
<ul style="list-style-type: none"> • Contributing to team-working. • Supporting and guiding less experienced staff, if required. 	<ul style="list-style-type: none"> • Teamwork is effective. • Colleagues are supported.

Requirements for the role

Nature of contacts and relationship (who and the nature of the communications)
<ul style="list-style-type: none"> • Service users/stakeholders – discuss requirements, associated problems and suggestions for solutions. • Management – communicate to ensure service delivery. • Possibly sub-contractors – liaise with them when on site.
Working environment context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • Mainly based in an office or public building. • May occasionally work on site. • May involve working outside in inclement weather. • Involves lifting and some physical effort.
Procedural context (creativity, discretion, impact)
<ul style="list-style-type: none"> • Broad procedural framework, with established work methods. • Able to prioritise work to achieve best results. • Expected to modify the programmes to suit the particular circumstances, changes in resources available, equipment breakdown etc; resolve shorter-term work schedule issues.
Planning requirement
<ul style="list-style-type: none"> • Plan and schedule own work on a day-to-day basis. • May also plan short-to-medium term for routine work.
Key facts and figure ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • No staff management. • Contribute to team-working, support and guide less experienced staff, if required • No budget responsibilities. • Key-holder responsibility for building(s) in nominated service delivery area. • Take receipt of deliveries of goods/equipment and/or services. • May handle small amounts of cash.
Skills, knowledge and qualifications
<ul style="list-style-type: none"> • Literate and numerate. • Thorough understanding of service delivery area. • Working knowledge of materials/equipment/services (used in the work situations), their safe use and application circumstances. • Planning capability to prepare work programmes and control expenditure.
Equipment operated and essential skills
<ul style="list-style-type: none"> • Knowledge of equipment and materials in service area, including basic keyboard skills.

MAYFIELD SCHOOL

Unique Characteristics of the Post - OP3A

Undertakes all of the duties, but in addition undertakes cleaning duties in specified areas of the establishment.



1. Purpose of Job

To be responsible on a full time basis, on a split time working day, for the effective supervision, security and operation of the premises and to have specified cleaning duties.

2. Responsible to

The Head of the Establishment or Deputy in her absence

3. Key Tasks

- Checking fit for purpose use of school premises. (If not liaising with the Head Teacher or in her absence the deputy to instigate the pre-determined emergency procedures eg Operation Snowflake).
- Security of premises and key holding - AM and PM, and in the event of an emergency, eg ALERT keyholding/ADT
- Ensuring the satisfactory heating of the premises
- Replacing (to a safe height) electric lamps and tubes, cleaning diffuser covers of a rota basis
- Carry out safety checks on ladders, fire alarms, security system and other equipment as required
- Porterage duties
- Laying out, clearing and stacking furniture
- General handyperson duties - checking for repairs or maintenance needed throughout the building
- Reporting defects to contractors for immediate action, or referral to Office Manager, depending on the nature of the defect
- Making arrangements for emergency maintenance outside normal working hours
- Replenishment of toilet supplies, nappy bins sanitary bins
- Making arrangements and preparing for lettings; after school activities and INSET sessions as and when decided by the Head of Establishment and/or the Governing body, subject to reasonable notice given. Reference to calendar of events and bulletin
- Electrical PAT testing, in liaison with Deputy Head
- Checking and cleaning of external areas - the appearance of the school is important

- Yards to be inspected and cleared of glass, stones, every morning (if necessary)
- Leaves (seasonally)
- Weeds, school entrance and courtyard
- External inspection of buildings from ground level, looking for early warning of problems with rain water, spouts etc
- Checking for treatment of pathways and steps with salt, sand, grit (and correct recording of this on check sheet and or office diary) during periods of ice and snow, and ensuring adequate supplies are kept
- Checking and clearing of drains and gullies.
- Checking and collection of litter from school grounds and car parks
- Checking of emergency exit doors - ease of opening
- Building maintenance tasks
 - Checking (to a safe height) spouts and down spouts
 - Clearing outlets on single story flat roofs and other flat roofs where there is internal access
 - Checking and reporting damage to site fencing
 - Legionella checks regularly completed.
- Checking and cleaning specialist areas, eg boiler rooms, stores, children's and staff toilets
- Checking for minor painting and decorating as directed by Head of Establishment
- Being available for duty and accepting responsibility during periods when contractors and suppliers need to be on site, subject to reasonable notice being given.
- Stock control, cleaning supplies ie paper towels, cleaning materials
- Undertake risk assessments relating to specific jobs / areas of the school
- Other duties in support of the establishment as decided by the head of Establishment, eg Transport Marshalling, Mini Bus Support
- Carry out issues raised in Health & Safety check if appropriate
- Completion of the necessary documentation as required by the school, ie weekly monitoring sheet

All contractors to complete work in school at either end of the day when janitor is available. Janitor to arrange this if possible.

14th September 2009

Reviewed with G. Bell (Janitor), S Burrows (CCC) and G Temple (Deputy Headteacher of Mayfield School)

Review completed 2nd May 2013 with Geoff Bell (Janitor), S Burrows (BeSmart), and Lynne C Brownrigg (Headteacher of Mayfield School) & G Temple (Deputy Headteacher of Mayfield School)

SCHOOL CLEANER - Unique Characteristics of the Post

Under the direction and instruction of Head of Establishment, or Deputy in her absence, provide a clean and hygienic school environment which meets specified cleaning standards.

TASKS - OPERATIONAL**Cleaning**

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms, changing beds (surfaces & frames) and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and bag up waste
- Clean and maintain waste bins & lids

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment / resources / materials as set out in instructions
- Undertake basic record keeping if required, eg Legionella
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions
- Maintain specialist equipment, check for quality and safety and report damage to the appropriate Person
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other teaming activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times