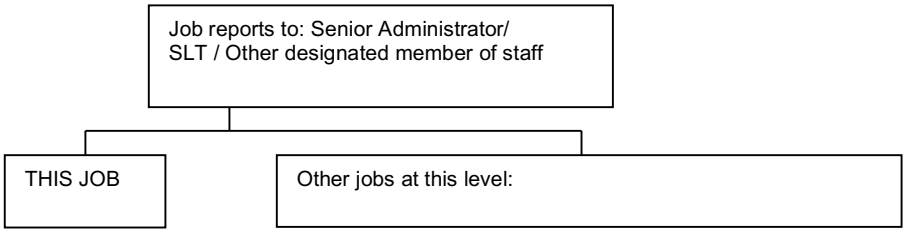
3.	**SUPERVISION / MANAGEMENT OF PEOPLE** **No. reporting - Direct:** None **Indirect:** Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site.
4.	**CREATIVITY & INNOVATION** The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility.
5.	**CONTACTS & RELATIONSHIPS** • **Internal** Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters. • **External** Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service. Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.
6.	**DECISIONS – discretion & consequences** **Discretion** Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols. **Consequences** Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the premises are available for hire if required which may provide additional income for the school.
7.	**RESOURCES – financial & equipment** *(Not budget, and not including desktop equipment.)* Keyholder responsible for the proper use and safekeeping of school buildings and grounds, plant and machinery, may also include vehicles eg school minibus.
8.	**WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** **Work demands** The work is subject to change and interruption. **Physical demands** Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site. **Working conditions**

	Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings eg ladder work, boiler house, drains etc **Work context** May involve contact with potentially hazardous substances eg chemicals, hypodermic needles but training and protective equipment is given where appropriate.
9.	**KNOWLEDGE & SKILLS** The post holder needs a good level of practical skills in the following areas: • Buildings and grounds maintenance • Safe use of ladders and platforms • Manual handling techniques • Fire safety measures • Security issues (including re-programming alarms) • Safe use of power tools • Boiler maintenance • Locksmith techniques • Cleaning and maintenance of floor coverings and use of specialist equipment Needs to have a good awareness and knowledge of: • Health & Safety legislation and the practical implications • Safe disposal of sharps • COSHH issues • Electrical safety • CYC procurement /contractor lists • Waste disposal procedures • School protocols, policies and procedures
10.	**Position of Job in Organisation Structure**