

JOB DESCRIPTION

Post Title: **Technical Assistant (Building Cleaning, Caretaking and Grounds Maintenance)**

Directorate: DIRECTORATE OF CHILDREN'S SERVICES
Portfolio/Service Area: Raising Achievement & Access to Learning -
 Access and Accommodation
Scale/Grade: Scale 5/6
Reporting To: TEAM MANAGER SUPPORT SERVICES
Responsible For: No formal supervisory responsibility.

Main Purpose of Job:

- To provide assistance and absence cover for the Caretaking and Cleaning Officer and Grounds Officer as required.
- To assist with the provision of technical and administrative support and advice to schools and the Team Manager Support Services in the specification, letting and management of contracts for building cleaning, caretaking, and grounds maintenance work.

Responsibilities, Duties and Tasks:

- To assist with the provision of technical and administrative support and/or advice to schools and the Team Manager Support Services in the identification of needs and development or work specifications for building cleaning, caretaking, and grounds maintenance. Identify information against Department for Children, Schools and Families (DCSF) minimum requirements for these activities, e.g. play areas.
- To assist in the provision and maintenance of technical specifications, drawings, bills of quantities and estimates for building cleaning and particularly grounds maintenance.
- To assist with the provision of technical advice on the use and application of methods, materials and equipment for specification in tender documentation, or to managers in establishments using directly employed staff.
- To assist as appropriate with the training of building cleaning, caretaking, and grounds staff employed directly on the schools' establishments.
- To assist with advice to client managers in respect of contract variations and where appropriate to ensure contract documentation is revised.
- To assist with advice to client managers on the actions needed to resolve problems in relation to building cleaning, caretaking and grounds maintenance.
- To assist with ensuring the monitoring of compliance with contractual requirements in office and other non-educational establishments.
- To assist with arrangements for, and during, site visits in the pre-tendering process.
- To assist with the provision of technical advice and support as appropriate on special operations such as occasional maintenance work on floor finishes and coverings.

- To provide technical and clerical support to Technical Officers in preparing specifications for the maintenance of establishments including where designated the measurement of sites and production of sketch plans, or scale plan where necessary.
- To assist as required, the Caretaking and Cleaning Officer and Grounds Officer in respect of training courses arranged.
- To assist in the processing of raw data and maintaining an establishment database.
- To carry out the gathering of information relevant to building cleaning and grounds maintenance as required, and updating data on the Asset Management database as necessary.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Other officers in the Team, Directorate and Property Services as required.

External: Contractors and/or Suppliers; Schools; Headteachers or Officers in Charge.

Notes:

- The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: L Buswell

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