

## **CLEANING AND FACILITIES OFFICER**

FULL TIME (37 HOURS PER WEEK)  
ALL YEAR ROUND Monday to Friday hrs TBC  
Folkestone / Canterbury

**Reporting To:** Deputy Facilities & Cleaning Managers

**Salary /Grade:** Academy Range 4

**Role Purpose:**

- To assist with the cleaning, maintenance and security of all of Turner Schools premises, buildings, and grounds to ensure all operation needs of the trust are met
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

**Responsibilities**

- To ensure the trust buildings are adequately opened or closed whilst ensuring the safety of site users and site security combined.
- To undertake cleaning duties as directed to a high standard, allocation of duties may include some or all of the following, cleaning of toilets and hand basins, maintaining cleanliness of all flooring and carpeted areas by sweeping, mopping, buffing and the use of the carpet cleaning machine as and when required, removal of marks to painted surfaces, removal of general and recyclable waste to the appropriate waste refuse areas
- To assist with planned preventative maintenance, ad-hoc repairs and undertake works to the schools buildings and grounds to a high standard.
- To assist in maintaining the security of Turner Schools premises, buildings and grounds, including the frequent routine and non-routine patrols and inspections of the roadways, car parks and cycle racks, perimeter fencing and gates
- To assist in maintaining, operating and testing the security systems including the fire alarm, intruder alarm, refuge call alarm, CCTV and door alarms and inspect fire extinguishing systems and report any faults;
- To play an active role in the completion of weekly, monthly and quarterly compliance checks detailed within the Turner Schools Computer Assisted Facilities Management Software (CAFM)
- To develop into having a full knowledge base of all emergency procedures, being familiar with main contacts for each trust site, within an agreed timescale
- To assist maintaining the trusts health and safety culture by spotting, reporting and rectifying hazards whilst following correct outlined procedures;
- To assist in supervising of all onsite contractors and provide access as and when required
- To assist in the setup and supervision of both internal and external events/lettings as and when required

- To assist with the movement of furniture and carry out manual handling tasks using appropriate aids where required.
- To assist, if and when required with other disciplines of works within the wider facilities and cleaning teams roles

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the regeneration of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.
- Ability to work both independently and as part of a team

**Qualification/Experience Criteria:**

- Experience of facilities and operational functions (desirable).
- Experience of working with, or willing to be trained in the use of Computer Assisted Facilities Management Software (CAFM)(essential)
- Full UK Driving Licence (Desirable)
- Own transport (Desirable)

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and the Trust, and encourage students to follow this example.