



Job Description

POST:	Cleaning Operative
TEAM:	Oasis Restore – Facilities Team
RESPONSIBLE TO:	Soft Services Manager
SALARY:	Full Time Equivalent Salary of £24,872 to £25,328 plus Local Government Pension Scheme and subject to any cost of living increase post April 26 (pro-rated actual salary of £20,726.67 - £21,106.67)
LOCATION:	Oasis Restore Secure School in Rochester, Medway, Kent ME1 3YB
WORKING PATTERN:	Part Time 6 Hours per Day (Mon-Fri) 30 Hours per Week (FTE 39 hours per week)
DISCLOSURE LEVEL:	Enhanced

About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

Job Purpose

As part of the facilities team, your primary responsibility will be to uphold the highest professional standards while assisting your fellow cleaning operatives and the Soft Services Manager in maintaining a clean, safe and welcoming environment. You will ensure compliance with the relevant regulations, perform routine and ad-hoc cleaning tasks, and support various property and estate functions where required.

Your role also includes safeguarding the site during adverse weather conditions and contributing to a collaborative and purposeful atmosphere, including offering occasional supervision to volunteers / students seeking practical experience.

Additionally, you will serve as a key contact point for housekeeping-related property and estate matters at Oasis Restore, providing essential support to the Principal Director, Oasis Restore staff, and external service providers.

Specific Responsibilities

Health and Safety Compliance

- To assist the Soft Services Manager in maintaining a clean, presentable and secure environment, ensuring that all relevant Health & Safety Regulations and safe working procedures are adhered to.
- Undertake cleaning of areas around the academy including reception, toilets, shower, changing rooms, classrooms, corridors, canteen and hall and other areas as directed to a high standard.
- To assist with ensuring a high standard of cleanliness through the satisfactory performance and completion of Planned Housekeeping, Cyclical Deep Clean Programs, and other required duties.
- To assist the Soft Services Manager to check and maintain cleaning equipment and to assist with the accommodation of planned functions.
- When carrying out housekeeping works ensure you follow the appropriate Health & Safety control measures or Risk Assessments in place
- To ensure that you carry out your duties in line with relevant Oasis Restore policies that comply with pertinent legislation including Health & Safety at Work Act etc., current environmental legislation, COSHH & Child Protection legislation.
- To assist the undertaking all allocated preventative equipment checks as well as supporting in maintaining an appropriate level of housekeeping stock at all times. .
- To assist the Soft Services Manager in the implementation procedures related to the Business Continuity plan and other emergency events
- Provide emergency cleaning to deal with ad-hoc requests.
- Collect and dispose of domestic waste correctly at the end of each shift.
- Proactively communicate any instances of damage and/or deterioration of spaces which require remedial works to the maintenance department.

Property and Estates

- To provide assistance in the delivery of the Property & Estates services to Oasis Restore.
- To assist in ensuring the safe, efficient, and effective day to day running of the Property & Estates soft services.
- Assist with the support of all day-to-day activities related to the operation of the Property & Estates functions.
- Log electronic tickets, file any paper/electronic compliance documents and carry out task list in line with normal day to day procedures Comply with all Oasis, Property & Estates and Oasis Restore QA Procedures and agreed direction.
- Keep Oasis Restore tools and equipment in good working order.

Maintenance

- As and when appropriate assist with scheduled internal and external boundary security checks throughout the day
- To assist in the undertaking routine building inspections as and when required
- Report any defects to the Facilities Manager;
- Using any cleaning equipment in line with pertinent instructions and keeping them in good repair and reporting any defects for maintenance

Control and Site security

- Assist with maintaining stock control of Estates consumables such as signing off invoices and delivery notes as and when required
- To assist through carrying out your cleaning duties providing a safe and fit for purpose premises for children, staff, visitors and volunteers to complete their day-to-day activities.
- Assist manager with onboarding new members of the team as and when required

Service Providers

- Assist the Soft Services Manager in their management of External Service Contractors in line with contractual requirements and service level agreements ensuring the satisfactory undertaking by External Service Providers
- Escorting third party contractors around site as and when needed
- Reporting any concerns to management
- Assist in the performance of existing and new reactive services and any transitional arrangements.

Customer service

- To assist with the delivery of high quality, customer focused Facilities function.
- To undertake preparing areas for school related activities and functions, moving, and setting up furniture and equipment as required.
- To act as a point of contact in the assistance of property & estate matters at Oasis Restore in support of the Principal Director, Head of Facilities, Oasis Restore staff and other external service providers.
- Provide portering services to Restore ensuring school day to day activities proceed as expected.

General

- To be an established, trusted, and reliable member of the facility's support staff.
- To consistently model the highest of professional standards in role as a key member of staff to all, across the academy and local community.
- To support the delivery of the highest possible standards of professionalism, ethical leadership, dress sense and personal behaviour through the lens of the 9 habits.
- To support the development of an open, collaborative, restorative and purposeful climate as well as offering structured, occasional supervision for students who wish to develop experience in practical skills as directed & supported by senior Restore staff.
- Assist with maintaining energy efficient measures within the Academy.
- Provide support on projects undertaken both in-house and externally. Report any urgent issues arising to the Soft Services Manager, Facilities Manager, and the Principal Director.

Safeguarding and Compliance

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
- You will need to take an active role in ensuring that we are meeting our safeguarding and Keep Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.

Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

Person Specification

Our Purpose

Oasis exists to provide a rich and balanced educational and home environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (<i>Essential and Desirable</i>)	How it will be assessed
Values and Ethos	• An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos. • Relationships: the conviction that providing the best care for children depends on the foundation of building deep, trusting and boundaried relationships characterised by unwavering commitment and integrity. • Discovery: the commitment to gaining knowledge and understanding through learning as you 'do', remaining reflective and open to ongoing experiences, ideas and learning. • Community: the belief that we are interdependent and equally responsible for the environment we create, and that the journey of discovery and relating is brought to life in community.	A, I
Competencies	• Relational - The ability to build and sustain good, compassionate, responsive relationships characterised by respect, understanding and healthy boundaries. • Curiosity and reflectiveness - A commitment and ability to discovering self, other, context and new perspectives through observation, interaction and reflection. • Teamwork - Works well in and across teams, contributing proactively, representing and taking appropriate responsibility for shared goals. • Resilience and flexibility - Able to anticipate and manage change flexibly, responsively and calmly,	A, I, UT

	maintaining the ability to think and facilitate others' thinking under pressure; able to persevere. • Managing complexity - Able to understand multiple perspectives and considerations, acting with these in mind • Ownership and organisation - Hard-working, conscientious and thorough.	
Qualifications	• Appropriate academic qualifications to GCSE level (and/or experience in cleaning at that level); • Basic Health & Safety qualifications: ○ Manual Handling ○ Be willing to go through a formal COSHH course as part of CPD ○ Go through mandatory induction training	A, I
Experience, Skills, and Knowledge	• Good communication skills • Good organisational skills. • Proven ability to work under pressure & respond to deadlines. • Good interpersonal skills. • Good attention to detail. • Appropriate standard of literacy and numeracy. • Practical experience of at least one year within the field of Facilities Management – Specifically cleaning/housekeeping. • Sufficient data entry skills • Previous experience using service management ticket systems or a keenness to learn	A, I, UT

*A= Application form

I= Panel interview

AC= Assessment Centre

UT= Unseen task, Mini Teach, Presentation