

JOB DESCRIPTION

FACILITIES AND CLEANING OFFICER

Reporting To: Head of Estates

Reporting Lines: N/A

Salary Band/Grade: Academy Range 04

Role Purpose:

- To assist with the maintenance and cleaning of all Trust buildings and grounds.
- 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 assist the Assistant Facilities Manager with planned preventative maintenance and ad-hoc repairs to buildings and grounds.
- To maintain the security of buildings and grounds; including frequent routine and non-routine patrols and inspections.
- To maintain, operate and test 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 ensure that your school is clean, tidy and well presented.
- Remove litter, rubbish including recyclable material from offices, classrooms, toilets, and all other workrooms and external areas.
- To maintain cleanliness of all flooring and carpeting by sweeping, mopping, buffing and the use of the carpet cleaning machine.
- To remove all marks off walls and surfaces.
- To dust and polish where necessary all surfaces, desks and ledges.
- To clean toilets and hand basins to a high standard of cleanliness, paying special attention to the removal of limescale and marks.
- Report any defects using the online portal.
- Follow Trust Health & Safety Policies and guidelines so that duties are carried out in a safe manner and that any risks and hazards are reported.
- To act as fire marshals and in the absence of management act as incident/evacuation coordinators and liaise with the emergency services and have full knowledge of emergency procedures and be familiar with main contacts.
- To maintain a health and safety culture by spotting and rectifying hazards and following correct procedures.
- To supervise all onsite contractors and issue keys as required.
- To move furniture and carry out manual handling tasks using appropriate aids.
- To maintain key signing in system and other administration systems.
- Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility, as directed by the Facilities Manager

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Able to build effective and positive working relationships with colleagues across the Trust.
- Maintain high standards of professional behaviour towards colleagues and students.
- Organised and methodical approach to work.
- Professional, discrete, diplomatic.
- Enthusiastic and committed.
- Committed to safeguarding and promoting the welfare of children and young people.
- Committed to personal learning and development.
- Good understanding of health and safety requirements.
- Requirement to wear a Trust issued uniform and comply with Trust standards in relation to wearing a uniform.
- Experience working in an educational setting is desirable.
- Good verbal communication skills (verbal, face-to-face, telephone) is desirable.

Skills and Qualification Criteria:

- Basic level of education, including literacy, numeracy and basic computer skills.
- Ability to undertake manual handling tasks (after training) including, but not limited to, relocating office/classroom furniture, moving deliveries from reception to required locations, emptying/moving bins and wheelie bins.
- Ability to use specialist equipment (after training) including, but not limited to; buffing machines, carpet-cleaning machines, power-tools.
- Ability to learn the building and infrastructure operating systems (after training) including, but not limited to, use of the fire alarm system
- Knowledge/understanding of Health & Safety issues and understanding COSHH regulations (after training).
- Previous experience in a facilities and cleaning support role is 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.



All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....