

Salary:	NJC Pay Scale, Grade C
Responsible to:	
Date of Job Description:	15/07/11

Purpose of the Role:

To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Supervise and / or organise taking into account staff absences rotas for designated staff to ensure cleaning services are delivered to the required standard;

2. Undertake cleaning of allocated areas in line with specified standards;
3. Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training;
4. Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser;
5. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site;
6. Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting equipment faults and serious hazards to senior staff immediately;
7. Collect and dispose of waste;
8. Refill and replace soap, towels and other consumables;
9. Adhere to safeguarding procedures.

Individuals in this role may also:

1. Act as a designated key holder, responding to calls outside of normal working hours;
2. Provide access to premises in emergency situations such as flooding;
3. Supervise / undertake specialised cleaning programmes during school closures or other designated periods.

Indicative knowledge, skills and experience

- Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, supervision of cleaning staff, ordering supplies, repairs.