



## Evening Facilities Coordinator– Premises Team Job Description

Accountable to:	Systems Manager
Hours of Employment:	37.5 hours per week.
Role:	To be a guardian of our school site and buildings to ensure they are safe, clean and in their best condition at all times, so they enable our provision of high-quality education and enrichment.
Specific responsibility for:	<b>Ensuring the effective day-to-day cleaning of the school site; coordinating facilities for evening events and lettings; evening security until 10.30pm, lockup and alarm set.</b>

### Main Duties

- To be proactive in identifying, rectifying and reporting (where necessary), issues that require attention beyond your job role;
- To be aware of the schools' Health and Safety and Safeguarding Policies, and act accordingly;
- Effectively clean circulation space flooring;
- Use of cleaning machinery, following appropriate training on safe operation;
- Be flexible in your daily tasks, providing cover for absence as required;
- Any other appropriate tasks deemed relevant and necessary by senior staff.

### Main Specific Duties

- Daily, effective cleaning of ReTrEAT floor;
- Daily, effective cleaning of main corridor floors;
- Managing rota to clean all other hard floors at least weekly;
- Securing the site at the end of the day, including setting the alarms;
- To support the housekeeping team with cleaning duties to ensure the school cleanliness is kept to a high standard;
- Effective Support of Evening Lettings, ensuring the spaces are prepared for use;
- Emergency contact (via Mobile Phone) for Evening Lettings;
- To provide keyholder cover for weekend lettings as and when necessary;
- With the Housekeeping Supervisor, quality control the cleaning, to ensure monthly, weekly and daily cleaning programmes are fulfilled;
- Support with training of the housekeeping team;
- Line Management of the Housekeeping Supervisor.

All Housekeeping staff **must sign in and out** using the biometric system.

If your working hours are longer than 4 hours, then you are entitled to a 30-minute break (unpaid)

This Job description is not exhaustive and may be reviewed as necessary.