



JOB DESCRIPTION

Job Title:	Site Operative/Cleaner - FIA
Salary:	TPAT Point 4
Responsible to:	Headteacher/Sites Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Monitoring Committee, Senior Leadership Team, School Staff, Students, Parents & Carers, Suppliers of Goods & Services, Contractors, Visitors and External Professional Bodies

Main Purpose of the Job:

To play an essential role in keeping our school clean, hygienic and welcoming for pupils, staff and visitors.
Maintaining the security, safety, cleanliness and upkeep of school buildings, grounds and facilities under the direction of the Sites Manager.

Main Duties and Responsibilities:

Key Duties:

During termtime, duties include daily cleaning of classrooms, corridors, toilet facilities, ensuring general cleanliness and tidiness of outdoor areas of the school, undertaking regular inspections of the site, reporting significant defects and remedying minor defects. Periodic deep cleans and grounds maintenance.

Cleaning Duties of the Post:

- Dust and polish all surfaces, including window ledges.
- Empty all bins and change liners for collection and disposal and wash floors.
- Wash internal windows.
- Clean and sanitise desktops and tables.
- Vacuum carpets and mats.
- Wipe doors and handles with anti-bacterial spray to prevent the spread of infection.
- Clean toilet areas, including sinks and surrounds, toilets, cubicle walls, urinals, tiled areas, mirrors, sweep and mop floors, replenish soap, toilet paper and hand towels as necessary.
- Assist with lifting and moving items for moves of office or school events set up.
- To operate cleaning machinery and other equipment appropriately and in a safe manner.
- To ensure general cleanliness and tidiness of all hard surface areas of the school, including drains, catchpits, gulleys etc and the removal of graffiti.

Caretaking duties of the post:

- To play a key role in maintaining the security, safety, cleanliness and upkeep of school buildings, grounds and facilities under the direction of the Sites Manager.
- To act as joint keyholder for the site, ensuring security at all times.
- Security, locking/unlocking duties; ensuring that all statutory inspections are recorded appropriately; all windows and doors are locked and secure; reporting and potentially dealing with any issues immediately which present a health and safety issue ie flooding; security breach.
- Carry out general maintenance works to school buildings, equipment, fencing and play areas as necessary.
- Proactively check for defects in buildings, equipment, fencing and play areas to ensure they are in a safe working condition.

- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors / health & safety officials.
- To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- To ensure safe pedestrian access especially during bad weather.
- To undertake portorage duties as required.
- To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Sites Manager.
- To be responsible for checking invoices and recording and checking deliveries.
- Manage tools and workshop equipment adhering to health & safety inspection requirements that all tools/machinery are used appropriately incorporating PPE. Communicating stock requirements as stock becomes low; sourcing of materials and costing up works. To take delivery of stores/materials and other goods.
- Undertake meter readings; completion of statutory records; "Smart Log" usage; and ensuring email communication is responded to daily.
- To participate in evacuation processes as agreed and in accordance with the school's recognised Evacuation Procedure.
- Statutory Fire Safety duties incorporating all inspection requirements and recording all inspection data.
- Legionella statutory inspections including flushing regimes.
- Scheduled maintenance tasks ie filter changing; vent cleaning.
- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To undertake spring cleaning, including some high level cleaning and grounds maintenance at the end of school terms.
- To undertake the efficient operation of the heating system and record and monitor gas / electricity / water (as applicable) meter readings/returns as required by the Trust.
- Signing in of contractors and ensure that all safeguarding requirements of contractors are met whilst they are on site.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Five Islands Academy and Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the Trust/School.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the Trust/school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the Trust/school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.

- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with Trust/school procedures (only if trained to do so); recording on appropriate systems as required.
- Attend liaison events and effectively promote the Trust/school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust/school based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Schools.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Site Operative/Cleaner - FIA

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Good standard of literacy & numeracy equivalent to GSCE grade 4/C or Level 2 NVQ in a relevant area. Willingness to undertake appropriate training as and when required.	Health and Safety Training/Qualifications. Manual Handling Training/Qualifications. Level 2 NVQ in a recognised trade plus suitable trade certificates.	Application Certificates

Skills and Experience	Ability to work both alone and in a team. Good organisational skills. Able to manage time effectively. Good standard of practical knowledge, skills and experience of building and grounds maintenance work. DIY skills. Committed to continual personal and professional development.	Experience of work in a school or similar environment. Experience of being a key holder. Budget and stock management experience.	Application Interview Assessment
Specialist Knowledge and Skills	Awareness of health and safety procedures. Knowledge of cleaning standards and procedures. Experience of accurate record keeping; IT skills. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. Committed to promoting equality of opportunity and inclusion.	Knowledge of equipment maintenance. Working knowledge of Health & Safety at Work Act and COSHH regulations. Knowledge and experience of using Smart Log.	Application Interview Assessment
Behaviours and Values	Self-motivated & enthusiastic. Able to undertake physically demanding work. Comfortable with children and young people. Patient, friendly and polite approach. Trustworthy and honest Deeply committed to equality of opportunity, British Values and diversity.		Application Interview Assessment