

JOB DESCRIPTION

CLEANING & FACILITIES ASSISTANT

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| Reports to | Facilities Manager |
| Responsible for | n/a |
| Hours | 40 hours per week Monday - Friday, 08.00 - 17.00 |
| Annual leave | 25 days to be taken during Jigsaw School closure |

Job overview

Responsible for maintaining high standards of work to create a clean, welcoming, safe and secure environment for pupils, learners, staff and visitors to all areas of the Trust, with a specific focus on Jigsaw School. You will be responsible for the cleanliness across the School carrying out routine and emergency cleaning in addition to the coordination and organisation of school resources ensuring stocks are sufficient. This role will also support the vehicle coordination of pupil arrivals and departures.

Main duties and responsibilities

- Complete regular and one-off cleaning tasks, including hoovering, sweeping, mopping floor areas, dusting and wet wiping surfaces
- Clean toilet and bathroom areas across the school and assist with cleaning up after toileting accidents and other incidents involving bodily fluids
- Tidy and clean communal areas and specialist classrooms (e.g. PE Hall, staff room, medical room) ensuring they are fit for purpose
- Carry out classroom checks, ensuring that they are tidy and Health & Safety practices are followed
- Replenish washroom products as necessary and manage stock levels of janitorial supplies
- Provide reactive support to classrooms and rooms requiring immediate cleaning support, cleaning or disinfecting resources as necessary
- Carry out the movement of deliveries within the site/assist with daily taxis and parent transport movements and site vehicle access and movement, reporting any issues to line manager
- Be responsible for the management and replenishment of the food and beverage vending machine
- Maintain cleanliness and general tidiness of all external hard areas including playground
- Carry out specified health & safety checks (e.g. fridge temperature checks), keeping accurate records, reports and checklists
- Be a point of contact for facilities contractors such as washroom and waste services
- Understand and implement Health and Safety policies and Emergency and Fire procedures
- Promote safe working practice and ensure the security of the workplace is maintained at all times
- Undertake any other reasonable duties requested in relation to the role
- Adhere to all Company policies and procedures within the defined timescales

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PERSON SPECIFICATION

Knowledge, skills and experience

- Proven experience of undertaking a range of general cleaning duties, completing tasks to a high standard
- Proven ability to work flexibly, using initiative with minimal supervision
- Demonstrable ability to perform tasks of a physical nature (often demanding) including twisting and stooping
- Proven ability to work effectively as part of a team
- Ability to keep accurate records and reports
- Ability to work in a pressured environment and prioritise tasks effectively
- Demonstrable knowledge of manual handling and health & safety regulations
- Sound computer literacy including outlook, word and excel
- Experience working in SEND school environment an advantage

Personal qualities

Achieving results

- Anticipates and thinks ahead about next steps
- Contributes to improve work methods, outcomes and team performance
- Generates results by acting in a focused way and within the deadlines; finds ways to go around obstacles with minimum guidance
- Considers problems from all new perspectives and can expand on the thinking or solutions proposed by others
- Adapts to new ideas and initiatives relevant to own area of work
- Manages the allocation of resources in relation to business needs
- Manages the workload and completion of tasks by setting timelines and milestones, and involving stakeholders to deliver on time
- Resolves issues that occur with minimal direction
- Assumes additional responsibilities to facilitate the achievement of team goals

Building relationships

- Prioritises clients' issues and address them accordingly
- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Is attentive when doing projects, assignments or interacting with people from different countries and backgrounds
- Recognises what is and is not acceptable/possible at certain times given the Organisational rules, structures, decision-making bodies, power relationships, Code of Conduct, and values
- Raises compliance, ethical or other issues to protect the Organisation's reputation and obligations

Planning for the future

- Demonstrates initiative in professional self-development
- Is able to present the Organisation's priorities as they relate to own area of work
- Proactively sharing information, best practices and respective interests and areas of expertise

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.