

# JOB DESCRIPTION

## Cleaning and Facilities Assistant

<b>Reports to</b>	Facilities Manager
<b>Responsible for</b>	N/A
<b>Hours</b>	Monday to Friday, 8.00am – 12.00 (20 hours per week)
<b>Annual leave</b>	25 days (To be taken during Jigsaw School closure) plus bank holidays

### 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 contribute towards the cleanliness of the school by carrying both out routine and emergency cleaning. In addition, you will co-ordination and organise school resources to ensure stocks are maintained sufficiently.

### Main duties and responsibilities

- Complete regular and one-off cleaning tasks, including hoovering, sweeping, mopping floor areas, dusting and wet wiping surfaces
- Assist with cleaning up spillages including toileting accidents and other incidents involving bodily fluids
- Tidy, organise and clean communal areas and specialist classrooms (e.g. PE Hall, staff room, medical room) ensuring they are fit for purpose
- Replenish washroom products as necessary and manage stock levels of janitorial and washroom supplies
- Provide reactive support to classrooms and rooms requiring immediate cleaning support, cleaning or disinfecting resources as necessary
- Laundering of school and pupil resources, including towels, aprons and tea towels from the food tech room
- Carry out the movement of deliveries within the site
- Ordering of stock for and replenishment of the food and beverage vending machines
- liaising with vending machine contractors regarding fault reporting and repairs
- 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
- Contribute to the auditing of the evening cleaning contractors to ensure that the required standards are met
- 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
- Assist with pupil taxi transitions as and when require

### 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

### 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**