



# Job Description

## Evening Cleaning & Premises Supervisor

### Job details

**Salary:** Grade 13

**Hours:** 20 hours per week (Monday – Friday 3.00 – 7.00pm all year with flexibility during the holidays and the possibility of grouping hours)

**Contract type:** Part-Time, Permanent

**Reporting to:** Business Manager

### Duties and responsibilities

#### General duties

- › Key holder of site
- › To ensure security of site at opening and closing times
- › To maintain relevant records/paperwork/diaries relating to all areas of the job
- › To line manage a small cleaning team and review their performance
- › To oversee/allocate the work of cleaning staff (also co-ordinate leave cover etc).
- › To carry out cleaning duties
- › To act as overall supervisor during colleague's absence/annual leave periods including call out responsibility (unless otherwise agreed with SLT)
- › Carry out effective communication and daily handover with daytime Premises Supervisor
- › Report any significant issues to own Line Manager
- › To be a point of contact for people hiring the school and trades people/contractors
- › Setting up for meetings and general portage
- › Organise the distribution of the fruit delivery across the school
- › To undertake regular visual checks of the internal and external areas for any areas of risk and to record and report appropriately
- › Carry out small repairs
- › Support with school events ie setting out chairs for productions, decorations at Christmas, PTA events etc
- › Visual checks for PAT testing
- › Grit pathways if needed due to inclement weather

#### Cleaning

- › Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste (including emptying corridor food bins when necessary)
- › Carry out emergency cleaning duties e.g. cleaning up spillages
- › To maintain and operate a range of cleaning tools and products (vacuum, polisher, carpet shampooer, wet pick up and the like), including arrange replacements and clean carpet cleaners
- › Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, cookery room and other frequently used spaces on school premises
- › To check classrooms are ready for the next day ie soap, hand gel, hand towels, tissues etc
- › Check stock levels and order cleaning materials as required
- › To maintain all relevant documentation and cleaning information in line with COSHH
- › To help prevent legionella by flushing shower heads weekly and descale/disinfect termly

- › Load mop head/cloths into washing machine. Unload and hang out to dry
- › Sweep quads

## **Security**

- › Maintain the security of the school premises as a main key holder
- › Lock and unlock the premises as required, including out of school hours when necessary
- › Check at the end of the day that all windows, doors and gates are locked
- › Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs (including the Nursery) following agreed procedures
- › Advise your line manager on all matters relating to school security and safety

## **Health and safety**

- › Ensure a safe working and learning environment in accordance with relevant legislation
- › Carry out and record regular health and safety checks, any hazards on school premises; report any problems to your line manager
- › Provide safe access to the school in cold weather conditions
- › Make sure all members of the team follow health and safety procedures
- › Monitor the work of contractors, ensuring safe working practice and quality of work
- › Organise PAT tests

## **Responsibilities**

- › Be committed to the safeguarding and promotion of the welfare of children and young people
- › Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- › Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- › Contribute to the overall ethos/work/aims of the school
- › Establish constructive relationships and communication with all staff and other agencies/professionals
- › Recognise own strengths and areas of expertise and use these to advise and support others
- › Participate in training and other learning activities and performance development as required
- › Ensure that cleaning staff carry out their duties professionally and effectively
- › To self-manage flexible hours of duty
- › To prioritise tasks according to need
- › To determine hours worked by cleaning staff (flexible working if required)
- › To generate maintenance orders

## **Physical Effort and Working Conditions**

- › To spend long periods on feet/physical work
- › To carry out cleaning duties as required
- › To work outside, possible in inclement weather

## **Knowledge, Skills and Experience**

- › Evidence of Health & Safety awareness – including COSHH regulations and safe practices
- › Knowledge of operating basic machines
- › Personable disposition
- › Ability to manage/supervise people

## Person specification

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"><li>➤ Basic numeracy and literacy skills</li></ul>
<b>Experience – preferable</b>	<ul style="list-style-type: none"><li>➤ Caretaking or similar experience</li><li>➤ Building maintenance</li><li>➤ Security, including alarm systems</li><li>➤ Cleaning work</li><li>➤ Working with contractors</li><li>➤ Supervising a small team of staff</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>➤ Good knowledge of health and safety regulations</li><li>➤ Ability to work flexibly, independently and as part of a team</li><li>➤ Basic DIY skills (not essential)</li><li>➤ Ability to plan, organise and prioritise</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding and equality</li><li>➤ Embraces change well</li><li>➤ Deals with difficult situations effectively</li><li>➤ Able to work flexibly and out of school hours as required</li></ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"><li>➤ Be reasonably fit to carry out the duties of the job</li><li>➤ Able to carry out some manual handling and lifting</li><li>➤ Able to carry out work at high levels using appropriate equipment</li></ul>

*Postholders are not expected to perform maintenance tasks beyond their own capabilities without training and should be aware of Health and Safety regulations.*

*The above responsibilities and expectations are neither exclusive nor exhaustive and the Evening Cleaning & Premises Supervisor may be required to carry out such other appropriate duties as may be required by the Headteacher/School Business Manager within the competence of the individual.*

### Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 22.05.24

Next review date: 22.05.27

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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