

Job Title *Cleaner / maintenance assistant*

Responsible to *Headteacher*

Key Internal Contacts *Other staff within the school*

Office Staff

Facilities Manager

Key External Contacts *Visitors to site*

Suppliers and Contractors

External Inspectors

Neighbours

Local Retailers

JOB PURPOSE

To provide the school with a high level of domestic and maintenance support ensuring cleanliness and hygiene throughout the whole building layout, maintenance of buildings, grounds and equipment to the high standards set by the company and external regulators and supporting the facilities and catering team with daily activities including food preparation and serving.

KEY TASK AREAS & RESPONSIBILITIES

- To promote the good reputation of the school by maintaining the cleanliness of all areas to the highest standards.
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions, COSHH regulations and health and Safety legislation. Using all supplies correctly and minimizing waste
- To carry out all daily and weekly routines together with any special cleaning duties as directed and as necessary
- To support other members of the facilities team to complete work that requires extra members of staff to complete the task
- To assist in the operation of the school canteen when necessary including food preparation, serving and cleaning.
- To report all compliments, comments and complaints
- To report any defects, damage, theft, breakages or hazards
- To carry out all duties in a safe manner having regard for the health, safety and welfare of self, staff, Service Users and other persons on site

- To support the Facilities team in operating the day-to-day response and planned maintenance, refurbishment tasks and repairs for the school

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the school Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required
- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child and Young Adult Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the service as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the children we support and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required by the organisation.

PERFORMANCE AND DEVELOPMENT



Outcomes
First Group

Job Description Cleaner / Maintenance Assistant Children Education

- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals



Outcomes
First Group

Job Description Cleaner / Maintenance Assistant Children Education

- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development

HEALTH AND WELL-BEING

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of young adults
- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support the adults we support whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

TEAM WORKING AND COLLABORATION

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

The above serves as a guide and is not exhaustive; all staff are expected to undertake other duties and projects as may be reasonably required by the Headteacher or Regional Director.



Outcomes
First Group

Job Description Cleaner / Maintenance Assistant Children Education

PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience of domestic duties	✓	
Experience of effective cleaning practices	✓	
Experience of maintenance and basic DIY.		✓
Experience of basic food hygiene.		✓
Experience of Health and Safety guidelines		✓
Skills	Essential	Desirable
Good working knowledge of domestic practices	✓	
Good knowledge of domestic duties including the use and storage of relevant products	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills		✓
Good organisational and time management skills	✓	
Qualifications & Training	Essential	Desirable
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Driving licence		✓