# Job Description

| **Job title:** | Site Welfare and Cleaning Officer | **Team:** | Site |
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| **Reporting to:** | Assistant Business Manager | **Contract:** | Term Time Only , 39 +5 INSET Days or 52 weeks per year |
| **Grade:** | 3 £15,983 - £19,481 (FTE: £23,656 -£24,027) | **Hours/week:** | 25-30 hours, times tbc |

## Main purpose of the role

Supporting the school’s estate through cleaning, portering. Events set up and compliance with health and safety standards.

**Key Tasks:**

**Cleaning**

* Collect and assemble waste for removal
* Undertake cleaning duties such as graffiti removal and litter-picking
* Undertake cleaning of toilets and staff areas
* Undertake emergency & specialist cleaning tasks
* Refill and replace consumables
* Ensure availability to staff of equipment and cleaning supplies
* Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
* To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
* Undertake regular site inspections and identify and record repair and maintenance requirements
* Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises

**Resource Management**

* Contribute to planning, development and organisation of systems/procedures/policies
* Be responsible for maintaining records, information and data
* Create and maintain a purposeful, orderly and productive working environment
* To assist in safety audits of the premises and contribute to relevant risk assessment activity
* Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
* Ensure lights, windows and other equipment are switched off or closed as appropriate
* Ensure all classrooms are audited and equipped at the start of each term

**Organisation**

* Demonstrate and assist in the safe and effective use of specialist equipment/materials
* Portering duties e.g. delivering mail, moving furniture and equipment
* Assist with setting up of school events
* Respond to issues raised by staff through the ticketing system as instructed by the Assistant Business Manager
* Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
* Updating health and safety records as required

**Responsibilities**

* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of pupils, staff & visitors at all times
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Ensure health and safety policies and procedures are complied with at all times
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

| **Person Specification** | **Site Welfare and Cleaning Officer**  **Criteria** |
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| **Qualifications and Training** | * Willingness to undertake induction training * Experience in a role with cleaning duties * Current, clean driving licence * First Aid trained or willingness to be trained |
| **Skills / abilities** | * Self-motivation * Ability to relate well to children and adults * Knowledge of Health & Safety procedures and precautions * Knowledge of COSHH regulations * Awareness of health and hygiene procedures * Knowledge of moving and handling procedures * Willingness to participate in development and training opportunities * Ability to work on own or as part of a team |
| **Knowledge** | * Knowledge of cleaning and standards |
| **Experience** | * Cleaning experience in a school or professional setting * Relevant experience desirable * Experience of providing a responsive, customer focused service |