

JOB DESCRIPTION

Post	Facilities Supervisor
Responsible to	Facilities and Compliance Manager

General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
- Recognise your own strengths and areas of expertise and use these to inspire and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies, at all times.
- To assist with the development of policies and procedures as may be required outside your own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce and respond to complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance appraisal as required
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the nature of the post as directed by the Line Manager

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Purpose of the job

The Facilities team as a whole are responsible for maintaining high standards of cleanliness. Each Team member will be responsible to clean to the frequency and standard set out by Exceed Learning Partnership. At the direction of the Trust's Facilities & Compliance Manager the post holder will have the opportunity to work in other Trust premises for school events, additional building work etc.

Our Facilities team work proactively, flexibly and with a hands-on approach to ensure a clean and safe learning environment for staff and visitors to our office.

The Cleaning Supervisor will be the main keyholder for the building

The cleaning Supervisor will be responsible for the supervision and performance of other cleaning facilities staff working in the building

Main Duties

- The supervision of cleaning staff focusing on their performance
- Ensuring that a first-class cleaning service is delivered to all areas of the building
- Reviewing work schedules
- Liaison with the Trust's Facilities & Compliance Manager regarding any additional cleaning in relation to building work and school events within the Trust Schools
- Ordering of cleaning materials
- Monitoring of cleaning activities
- Ensuring all staff are aware of the Health & Safety Policy and procedures
- Lead on staff training and induction of new facilities staff
- Dusting, sweeping, vacuuming, mopping, toilet and sanitary ware cleaning, desk and furniture cleaning
- Replenishing toilet rolls, paper towels and soaps when necessary
- Cleaning internal windows, sills, doors and skirtings
- Emptying waste bins and taking waste to the bin store
- Operating floor cleaning machinery after training
- Mix and dispose of all cleaning solutions appropriately
- Notifying management of any repairs and maintenance issues
- Following all health & safety regulations
- Tackle heavy cleaning jobs upon request

Other Responsibilities

- Work effectively and efficiently as part of a small team
- Open and close the Trust office building at the end of the working day
- Contribute to the overall ethos, work and aims of the Trust and our academies
- Attend relevant meetings and participate in training and other professional development activities
- Potential to work across academies in the Trust so own transport would be beneficial
- Any other items requested by Trust or academy management

Safeguarding

It is the responsibility all members of staff to follow the correct safeguarding procedures in the Trust

All staff have a duty to read and follow the safeguarding policies in the academy and complete required training

- All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person

Health and Safety

- Complete appropriate Health & Safety & First Aid training
- Follow Trust guidelines for Health & Safety and report concerns to the Facilities and Compliance Manager, Director of Estates or another responsible person
- Ensure Cleaning Facilities staff complete all required Health and Safety training within the timescales set within the Trust annual training plan

Equal Opportunities

- To ensure that all pupils are respected and treated equally at all times
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

Professional Learning

- To carry out professional learning opportunities
- To complete all allocated statutory training within the set timescales

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the academy's policy in respect of safeguarding and child protection matters.
- To be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification after consultation with the post-holder.
- All staff participate in the academy's performance appraisal scheme