



Title of Post: Facilities Assistant	Salary:
Department: Facilities	Line Manager: Facilities Supervisor

Overall Purpose of the Job:

- Effectively clean the areas of the school, as allocated by the Facilities Supervisor;
- Using cleaning materials, in accordance with the product instructions, as instructed by the Facilities Supervisor;
- Operating cleaning machinery, such as vacuum cleaners and floor polishers, in accordance with instructions;

Key Duties and Responsibilities:

- Vacuum-cleaning hard and soft floors;
- Spotting cleaning spillages;
- Wiping furniture, ledges, paintwork and doors and polishing door glass;
- Emptying and cleaning bins and removing waste to the collection point;
- Cleaning toilets and sanitary fittings and surrounds;
- Mopping and spray cleaning hard floor surfaces;
- Removal & re-application of polish or varnish from hard indoor surfaces (after specific training & competence assessment)
- Wiping, polishing and straightening furniture;
- Replenishing supplies in toilets
- Checking and closing windows
- Switching lights off after work (reporting any computers that do not automatically switch off at 7pm)
- Reporting defects and hazards to the Facilities Supervisor;
- Undertaking routine cleaning tasks as directed when the school is closed for example stripping and sealing floors, washing walls, furniture etc...
- Diluting and using cleaning materials as directed;
- Cleaning and maintaining cleaning equipment as instructed.

Other duties:

Generic Duties and Responsibilities for all Batley Grammar School Staff

Data Protection

- Being aware of the school's responsibilities under GDPR for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with this.

Child Protection

- Work in accordance with the school policies and guidance on Child Protection, undertaking Child Protection training every three years and reporting any concerns to the Designated Person.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

Professional Standards

- Maintaining appearance and dress appropriate to the job for which staff have been employed;
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;
- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;
- Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
- Upholding the professional integrity of the School;
- Use the Performance Management process to enhance your own practice in line with the school's aspirations and priorities;
- Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
- Actively sharing feedback on School policies and interventions, as appropriate;

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager
- As part of the wider duties and responsibilities, the teacher is expected to promote and actively support the school's responsibilities towards safeguarding.
- As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

QUALIFICATIONS AND EXPERIENCE	Essential	Desirable	Identified by
Experience of working as a cleaner		✓	Application
Experience of using powered equipment (e.g. floor buffer)		✓	Application
Experience of working within an educational environment		✓	Application
PRACTICAL SKILLS			
The ability to stay calm under pressure or in an emergency	✓		Application References Interview
The ability to provide high quality communication with students, pupils and staff		✓	
PERSONAL QUALITIES AND ATTRIBUTES			
Strong timekeeping skills ability to work to deadlines	✓		Application References Interview
Ability to work as part of a team	✓		
Flexible attitude to work	✓		
Ability to work in an organized and methodical way	✓		
Awareness of Health & Safety issues	✓		
Awareness of CoSHH and ability to interpret Safety Data Sheets	✓		
Ability to act with confidentiality and sensitivity	✓		
The ability to empathise with young people	✓		
Good organisational and time management skills	✓		
Good interpersonal skills	✓		
Positive approach to customer care and service delivery	✓		
A willingness to undergo appropriate training and staff development	✓		
A sense of humour	✓		
Willingness to work occasionally outside of contracted hours (e.g. Parents evenings, lettings etc.)	✓		

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity

- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed:

Signature of Teacher:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.