



Job Description Caretaker and Cleaning Supervisor

Line Manager: Premises Manager

Start Date: 17 August 2020

Contract Type: Permanent

Key purpose of the role

Under the direction of the Premises Manager, the post holder will be required to perform general caretaking and portage duties and supervise the College's large cleaning team.

Role specific responsibilities:

1. Under the direction of the Premises Manager, undertake the daily operational supervision of the cleaning staff.
2. Maintain Health and Safety and Risk Assessment standards, reporting any failures to comply with the Premises Manager or Director of Finance and Resources.
3. Arrange work schedules.
4. Monitor cleaning duties.
5. Carry out quality audits and monitor performance of the cleaning team.
6. Conduct performance appraisals for the cleaning team.
7. Take part in the recruitment and selection process for new Cleaners.
8. Induct and train new members of the Cleaning team.
9. Monitor, manage and authorise Cleaner annual leave to ensure the appropriate staffing levels are maintained.
10. Following periods of Cleaner sickness absence, complete return to work meetings and ensure the appropriate documentation has been received.
11. Order supplies of cleaning materials.
12. Identify staff training needs.
13. Move furniture, equipment and other resources to ensure that teaching and learning activities are not interrupted
14. Set up, replenish and clear shared areas, including setting up for assemblies and moving rubbish.
15. Receive deliveries and distribute to appropriate departments within the College.
16. In the absence of the Skilled Site Assistant, support the Premises Manager to manage and operate appropriate security systems, including opening and closing the College.
17. Any other duties as reasonably expected of the post holder.

General duties and responsibilities

The post holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to equality and diversity.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

Demonstrate day to day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role

Special features of the post

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

Equality and Diversity Statement

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

Prevent Statement

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Simon Lett
Principal

June 2020

Caretaker and Cleaning Supervisor

Further Particulars

Salary:

The salary for this post will be point 8 of the pay spine for Support Staff, which is currently £19,918.00 per annum.

Conditions of Appointment:

Appointment is to a permanent contract working to the terms and conditions of service for all College staff under the following main provisions:

Hours of Work:

Monday to Thursday - 11 am to 7.30 pm with one hour for lunch.

Friday - 11 am to 7 pm with one hour for lunch.

Total weekly working hours = 37

The majority of the cleaning team, which the post-holder will supervise, work Monday to Friday between 4 pm and 7.30 pm.

The post holder will be required to participate in an out of hours call out rota. The post holder will be required to work flexibly and any additional hours as required to meet the needs of the College (up to a maximum of 48 hours per week.)

When other members of the Premises team are on annual leave, the Caretaker and Cleaning Supervisor may be required to work their daily working hours (7.5 hours) any time between 6.30 am and 9.30 pm. To accommodate this, working hours will be adjusted accordingly.

There are six Parents Evenings and two Open Evenings per year when all Premises staff are required to work until 10.00pm. Additional hours worked during these events will be taken back as time in lieu.

Authorised overtime worked in addition to 37 hours, Monday to Saturday, will be paid at basic rate. Overtime worked on a Sunday will be paid at time and a half.

Pay for an out of hours call-out will be a minimum of two hours pay at basic rate.

Holiday Entitlement:

22 days per annum (increasing to 27 days after 5 years service), plus 10.5 public holidays. The timing of holidays are to be agreed with the Premises Manager.

Pension:

You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details available on request.

Annual Review:

You will be required to participate in the College's annual review scheme.

Sickness, Maternity/Paternity, Disciplinary and Grievance:

The Corporation's policies will apply. Details are available on the College website and from Human Resources.

Disclosure and Barring Service:

We have a strong commitment to safeguarding; successful candidates will only be appointed subject to satisfactory enhanced DBS clearance.

College Security:

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

PERSON SPECIFICATION: Caretaker and Cleaning Supervisor

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS	<p>Basic numeracy and literacy skills.</p> <p>Willingness to become a registered First Aider.</p>	<p>First Aid qualification.</p> <p>Health and Safety related qualifications.</p>	<p>Application</p> <p>Certificates</p>
EXPERIENCE/ KNOWLEDGE	<p>Significant knowledge of cleaning techniques.</p> <p>Experience of using a range of Cleaning products and equipment.</p> <p>Knowledge of COSHH and other Health and Safety processes and procedures.</p>	<p>Previous experience of working in an educational establishment.</p> <p>Previous experience of managing a team.</p> <p>Previous experience in a caretaking/porter role.</p>	<p>Application</p> <p>Interview</p> <p>References</p>
SKILLS / ATTRIBUTES	<p>Basic IT skills with the ability to use emails, Microsoft Word and Excel.</p> <p>Strong communication skills (both written and verbal) with the ability to develop strong relationships with staff and students.</p> <p>The ability to complete and maintain log books and records, such as annual leave data.</p> <p>The ability to work as an effective team member and give and receive instructions.</p> <p>The ability to organise, plan and complete tasks.</p> <p>High personal standards.</p> <p>The ability to respond flexibly to new challenges.</p> <p>A commitment to working flexibly (both regarding tasks and working hours) to meet the needs of the College.</p> <p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to equality and diversity and an understanding of the College's policies</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p>		<p>Application</p> <p>Interview</p> <p>References</p>