

JOB SPECIFICATION

Job Title:	Cleaner
Location:	Cliff Lane Primary School
Salary:	Minimum wage (age related)
Contract	Permanent
Hours of Work	15 hours a week Term Time plus 3 weeks (42 weeks)
Reporting to:	Regional Facilities Manager
Prepared Date:	January 2018

The Company

The Bright Tribe Trust, through proven practices, transforms the learning of children, raises standards and provides the highest quality learning environments, enabling learners and teaching staff to thrive and be the best. The aim is to break down the barriers that limit educational progress.

In order to ensure a high quality learning environment, the Trust is committed to improving the standards of the buildings in which students learn. Bright Tribe Facilities Management (BTFM) are entrusted with this responsibility as the Trust's dedicated team of estates experts.

Bright Tribe FM is a wholly owned subsidiary of The Bright Tribe Trust and delivers facilities management solutions to the Bright Tribe Trust Academies across the country.

Bright Tribe FM have teams of Cleaners, Caterers, Estates and Maintenance staff as well as a strong back office support network who understand buildings and the day to day challenges faced by our people.

Our people are our biggest strength, which is why we want to continue to expand and invest in individuals and teams to create an organisation that our people are proud to be part of. We're looking for high quality, skilled people who are passionate about doing a good job so that together, we can continue to deliver the highest standard of service to our partners.

Job Summary

This role is based at Cliff Lane Primary School, where the caretaker and cleaning team are responsible for maintaining high standards of cleanliness throughout the building.

- To have responsibility for the day to day cleaning on site both internally and externally to the agreed cleaning regime.
- To operate cleaning machinery and other equipment appropriately and in a safe manner.

- To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning carpets, light fittings, walls, Venetian blinds, upholstery etc.
- Ensure that all tasks are completed in line with the company's health and safety policies and procedures to protect yourself and others.
- Respond immediately to emergency situations such as spillages and take the appropriate action.
- Monitor cleaning stock and report any requirements to your line manager.
- Be familiar with and conform to all written operating procedures associated with site.
- Reporting any building and equipment faults to your line manager.
- Maintaining site security.
- Perform other duties as assigned.
- Report any issues with the standard of cleaning throughout the site.
- To assist the estates team on site where necessary.
- To manage excellent relationships with employees and client.
- To provide excellent communication with your line manager in a timely manner.
- Maintain high standards of professional conduct and personal appearance. To work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

Experience Requirements

- Previous experience cleaning in a commercial environment is preferred.

Skills

- Smart and presentable appearance
- High standards
- Detail Conscious
- You will be asked to complete a DBS check

Benefits

- Company life insurance policy
- Childcare vouchers
- Uniform
- Payment of relevant professional subscriptions
- Holiday allowance

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Facilities Management reserves the right to revise this job description at any time.

Bright Tribe FM is an Equal Opportunities Employer

Acknowledgement of Receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Bright Tribe Facilities Management

Signed:

Name (please print):

Date:

Bright Tribe FM is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.

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