

## JOB SPECIFICATION

<b>Job Title:</b>	Site Manager/Cleaner
<b>Location:</b>	Gulval School
<b>Salary:</b>	£16,373
<b>Contract</b>	Permanent
<b>Hours of Work</b>	To be confirmed Flexible approach to hours required.
<b>Reporting to:</b>	Principal & Estates Manager
<b>Prepared Date:</b>	February 2018

### The Company

The Adventure Learning Academy 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 Adventure Learning Academy Trust and delivers facilities management solutions 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

To play a key role as a member of the cleaning team in maintaining the school buildings, grounds and facilities in a clean, safe and hygienic condition under the direction of the Principal and Estates Manager.

You will also be responsible for the maintenance and up keep of the school. Your responsibilities will include everything that has to do with the aesthetics, operation and various functions of your site. The Site Manager will oversee their site ensuring it is fit for the purpose of delivering education in safe and secure premises.

This is an exciting role for a candidate looking to further their career in building maintenance and facilities management.

## Main Duties and Key Responsibilities

### Cleaner

- Daily clean to include cleaning of sanitary ware, sweeping, damp mopping and wiping, dusting, vacuuming, polishing, etc. of all surfaces, including the safe use of appropriate cleaning and powered equipment
- To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school at all times
- To maintain adequate levels of stock including soap, towels, etc. in the cloakrooms
- To empty bins daily, taking all rubbish to a designated central collection point
- To participate in major cleaning activities outside of the school term time, including internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, doors, window frames, blinds, upholstery, etc.

### Site Manager

- 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.
- Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions, and carry out regular testing to ensure stat-compliance of building systems and areas.
- Conduct periodic general preventative maintenance in conjunction with the sub-contractors, ensuring safe systems of work are in place and adhered to. Selection and monitoring of subcontracted estate services including but not limited to electrical services, boiler plant, gas services, water storage and distribution systems and firefighting equipment.
- Respond appropriately to helpdesk calls, prioritising them accordingly. Respond quickly to emergency situations and complete reactive repairs to the building systems and fabric.
- Maintain security of the premises including key-holding, CCTV, perimeter fencing and security systems.
- Treatment of pathways during periods of ice and snow along with advising of site conditions.
- Maintain health and safety standards including completing and review risk assessment and method statements, where required. Continuous statutory compliance monitoring. This includes testing, inspecting and providing certification to ensure all building elements are compliant with relevant legislation and all records are up to date and held securely on site.

- Perform all assigned work to ensure the safety of the building's tenants and the continuous operation of the site. These will include general maintenance, cleaning and portage.
- Participate in training as required to comply with all health and safety rules, procedures and requirements.
- Taking briefs, procurement of contractors and overseeing the delivery of any capital works carried out on your site.
- Be responsive to end user complaints in the areas of safety, building fabric, building systems and environmental needs through both personal contact and helpdesk systems.
- Act as the primary out of hours' contact and attend site as necessary for emergencies and alarm activations.
- Be familiar with and conform to all written operating procedures associated with site.
- Ensuring effective communication and collaboration at all levels to proactively plan their requirements, ensuring that the buildings, site and facilities are available for use whenever they are needed.
- Day to day and strategic property advice to help the Trust make informed and confident decisions on the estate – matching occupational property current and future educational needs.
- Purchasing of materials, equipment and services required to maintain an operational site.
- To be aware of and adhere to all Trust policies and procedures
- Assist in the supervision of any estates support staff (wherever their employment rests) e.g. cleaners.
- Perform other duties as assigned, and show flexibility in the working pattern or and provision.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be responsible for your own continuing self-development and attend meetings as appropriate

## Personal Specifications

Person Specification:	Essential	Enhanced	Recruiting method
<b>Education and Training</b>	Experience in general maintenance such as basic plumbing, redecoration, plaster repair, basic electrical repairs etc	<p>Good standard of literacy &amp; numeracy equivalent to GCSE grade C</p> <p>Health and Safety Training/Qualifications</p> <p>Manual Handling Training/Qualifications</p> <p>IOSHH qualification desirable, but training can be provided.</p> <p>Appropriate Mechanical/ Electrical or Plumbing qualification.</p>	Application
<b>Skills and Experience</b>	<p>Ability to work on own initiative</p> <p>Good communication and interpersonal skills</p> <p>Ability to be a team player</p> <p>Organisation and time management skills</p> <p>Experience in the use of risk assessments and method statements.</p>	<p>Previous cleaning experience in a similar environment.</p> <p>Worked within education/property background, management experience.</p>	Application and Interview

	Experience in a customer facing role.		
<b>Specialist Knowledge and Skills</b>	<p>Knowledge of cleaning standards and procedures</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of equipment maintenance</p> <p>Working knowledge of Health &amp; Safety at Work Act and COSHH regulations</p>	Application and Interview
<b>Behaviours and Values</b>	<p>Attention to detail.</p> <p>Standards conscious.</p> <p>Be able to demonstrate a proactive and enthusiastic approach.</p>		Application and Interview

**Special Conditions related to the post**

***Gulval School is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Bright Tribe Facilities Management.

## **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**