



## Site Assistant/Cleaner Supervisor

### Job Description

#### Purpose of the job

To oversee the security and safety of the Langley Academy sites and ensure it is cleaned to a high standard.

#### Hours of work

11.00am to 19.30pm Monday to Thursday

11.00am to 19.00pm Friday

Term time only, plus extra weeks if required, to be paid by overtime

37 hours per week

#### Reporting to

Site Manager

#### Main responsibilities

- Be first point of contact for any out of hours requirements for the site
- Supervise and monitor the cleaning team
- Ensure that the facilities are maintained in a clean and hygienic condition
- Undertake some cleaning work and all works associated with cleaning Supervision
- Liaise with the Community Use staff
- Work closely with the Deputy Site Manager, Site Manager and Facilities Manager regarding all aspects of the role
- Undertake Security Guard duties at the front gate as and when required
- Be back up for emergency call outs out of hours
- Notify the Deputy Site manager of any issues dealt with or not dealt with from the previous day
- Sweep or vacuum after break and lunch. Empty recycling
- Check the restaurant after break and tidy as necessary
- Empty all internal and external circulation bins and deep clean as and when
- Undertake any other tasks as reasonably required by the Headteacher

## Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
  - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
  - promoting and safeguarding students' wellbeing;
  - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

## General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

*Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.*

## Person Specification

Qualifications and Experience	Essential	Desirable
GCSE or equivalent in Maths and English		✓
Cleaning/Supervisory experience	✓	
Post holder is likely to participate in some training in connection with the role		
Able to develop knowledge and experience of the appropriate use of cleaning materials and equipment	✓	
Comply with control of Substances Hazardous to Health (COSHH) regulations		✓

Professional Knowledge & Understanding	Essential	Desirable
Demonstrated cleaning skills	✓	
Able to follow instructions	✓	
Able to communicate effectively with colleagues	✓	
Able to work independently and as part of a team	✓	
Able to maintain an orderly and safe working environment	✓	
Awareness of health and safety and understanding of manual handling guidance	✓	
Able to operate cleaning equipment safely		✓
Able to effectively manage more than one task at the same time		✓

Personal Qualities and Skills	Essential	Desirable
Ability to maintain confidentiality	✓	
Have good interpersonal skills	✓	
Is a good role model for students	✓	
Has passion and believes that every student can succeed	✓	
Is co-operative, flexible and responsible	✓	
Is reliable, well organised and committed to high standards	✓	
Can prioritise	✓	

**Last review date:** October 2024