

Eggbuckland Community College Academy Trust

Job Description

- Job title:** Maintenance Person and Cleaning Supervisor
- Grading:** Actual starting salary £12,590 per annum
(Grade B: £7,896 + Grade C: £4,694 per annum)
- Hours:** 27.5 hours per week, 41 weeks a year
(Some shift work may be required to cover absence during term-time, between 5.45am – 9.30pm)

Responsible to: Facilities Manager

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description will be reviewed at least every two years and may be altered following consultation with the post holder, in line with the changing needs of the Trust. In all its activities the Trust follows a policy of continuous improvement.

The main duties of the post are as follows. The post holder will not attempt to carry out tasks beyond his/her competence and/or training.

Duties and Responsibilities to include:

a) Property Maintenance

1. Supporting and liaising with the Facilities Manager in general maintenance, repair and improvement to College property.
2. Reporting defects to Facilities Manager or Business Director.
3. Monitor job-logs emailed through for emergency and maintenance requests from College colleagues such as attending to heating issues of radiators, switches and manual switches, electrical matters and other health and safety precautions including fire risks.
4. Call-outs for support to day-time cleaner.
5. Work alongside morning maintenance person and any other premises staff for tasks and safeguarding aspects.
6. Painting and decorating areas and working alongside painter-decorator on premises team
7. Accompany any external contractors for planned and emergency call-out visits to the Trust.
8. Preparing classrooms, conference and meeting areas for College events and meetings and lettings
9. Transport and setting up of furniture for exams and the packing up of the same post exam periods.
10. Checking the building for damage, graffiti and vandalism. Making safe any damage and reporting to the Facilities Manager.
11. Checking the heating and lighting systems. Reporting any deficiencies to the Facilities Manager.

b) Grounds Maintenance

Duties here will depend upon areas of work contracted out to Grounds Maintenance Contractors.

1. Generally, to undertake such work to grounds as are excluded from current grounds contract. To assist the Facilities Manager in monitoring the work of the grounds contractors.
2. Clearing gullies, gutters and traps of all debris.
3. Clearing pathways, steps, covered ways and entrances of snow and treating with salt, sand and grit during periods of ice and snow. Large playgrounds should have safe pathways similarly treated.
4. Clearing leaves as necessary to leave external areas clear. Clearing litter daily from all areas within the College grounds and ensuring that litter bins have been emptied as frequently as directed
5. Ensuring that the roadways, walkways and grounds are kept in tidy and litter-free order including the maintenance of hard surfaces and grounds.
6. Maintenance of signage and perimeter fencing checks for upkeep and defects for potential H&S risks
7. Ensuring site is ready for events and lettings for signage and health and safety measures.
8. Weeding hard paved areas, treatment of pathways, steps etc with salt, sand and grit, clearance of leaves and litter, maintenance of hard paved areas, cleaning of water receptacles, keeping drinking fountains in a sanitary condition.

c) Cleaning Supervision

1. Responsibility to oversee the attendance of the cleaners for the College
2. Organise the schedule of works and areas for the cleaners.
3. Organise for re-allocation of work during staff absences to ensure the cleaning tasks and standards are still maintained.
4. Cover for any long-term absences including having to also be responsible for the physical tasks.
5. Meet with staff each day at the start and end of their shift.
6. Be able to check on work carried out at the morning and evening shifts on a regular basis.
7. Achieve and maintain a high standard of cleanliness by cleaners
8. Work alongside and supervise cleaners to agree effective steps and standards required.
9. Ensuring the correct usage and chemical cleaning solution are used for the correct areas.
10. Equipment and cleaning materials are in stock and readily available to cleaners with orders in place with the Facilities Manager.
11. Correct storage of the chemical stock and equipment for security and H&S.
12. Carry out external cleaning duties (e.g. window cleaning, sweeping, litter picking, emptying bins).
13. Report immediately any premises defects or vandalism or graffiti to the Facilities Manager or Duty Caretaker.
14. To report immediately any health and safety problems to the Facilities Manager.
15. To observe all health and safety requirements during cleaning operations with regard to process and materials in particular COSHH; wear the uniform provided, including identity badge.

d) Security Responsibilities

1. Responsibility for security of the premises shall mean the unlocking of the premises for access by users and the re-locking at the end of opening times, including key holder responsibilities and to respond to emergency call-outs as required.

2. Undertaking letting duties: ensuring that the agreed user requirements are fully met.
3. To be one of the College Fire Wardens.
4. Setting, unsetting and checking alarm systems including part setting for buildings and areas not in use.
5. Ensuring that the cleaners switch off lights and close and secure doors and windows at the end of cleaning periods; ensuring that all keys are returned to designated key holders.
6. Reporting any faults in security e.g. door locks, window catches, alarm systems etc. to the Facilities Manager.
7. Locking internal doors as instructed by the Facilities Manager, Business Director or Principal.
8. Providing an emergency ad hoc service with a response time of 30 minutes maximum between call out request and arrival on site (schedule of payments for overtime will apply).
9. Discouraging unauthorised entry of persons to the site and calling out Police / reporting to Police with regard to removal of trespassers as necessary.
10. Assisting as necessary in making safe the property after any breaches in security.
11. Liaising as necessary with any external Security Company and their employees.
12. Accompany visitors especially contractors, engineers or officers to the sites

e) Other Duties

1. For College events to support with the car parking functions on the grounds for evenings and weekends tours, concerts and revision classes
2. Support and cover for minibus driver's absence for the evening route and timetable to ensure continuation of students provision
3. Be minibus driver for the occasional College trips and cover for minibus driver absence.
4. To take part in training where necessary and instructed.
5. Undertake tasks of a similar nature within the capacity of the post-holder, as requested, from time to time.

In the absence of Caretakers:

6. Opening and locking premises at designated times.
7. Ensuring all caretaking duties are carried out correctly and economically to provide adequate heat, light and any other relevant services.
8. Being available on a rota basis between 5.45am and 9.30pm and additionally, when required, (being given 24 hours notice minimum). When necessary the post holder may need to work beyond 9.30pm if an event is taking place and the College has not been cleared and secured, for which the current Schedule of Rates will apply.
9. Adjusting heat of thermostats as necessary.
10. Inspecting the boiler houses and heating plant rooms for abnormal operation, leaks, etc., and reporting any failure to the Facilities Manager.
11. Isolating automatic flushing urinals in College holidays.
12. Removing debris/dust from fan convactor units twice during the heating period as necessary.
13. Carrying out emergency cleaning comprising the removal of vomit, urine, excrement, blood and any other form of soiling and sanitising the affected areas (response time 30 minutes maximum).
14. Porterage of furniture, equipment and supplies as required.
15. In the event of a fire alarm sounding, to be one of the Fire Wardens checking buildings etc.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or level of responsibility.