



## **JOB DESCRIPTION**

**Job title:** Mobile Facilities Supervisor  
**Reports to:** Facilities Manager  
**Grade:** NJC (Devon) Grade C7  
**Hours:** 35 hours per week / 52 weeks per year  
**Base:** TBC

### **Main Purpose of Post**

To provide a clean and hygienic school environment that meets specified cleaning standards.

To be a main point of contact for the Facilities Manager and support site teams of cleaners at allocated schools, ensuring a high level of cleanliness and hygiene throughout the schools and maintaining the effective running of the team.

You will be part of our essential facilities team working flexibly across allocated sites

To be aware of the conditions associated with the cleaning of the academy relating to the academy / site users and to work to the appropriate Health and Safety rules and processes.

To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.

Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required by the School.

Specialist cleaning where requested by the School, i.e. Carpet shampooing, floor polishing, painting and decoration as part of wider programme of works.

To report any damage / defects to the facilities manager or enter onto the 'Every' system. Complete compliance checks on the allocated software as requested.

To liaise with site staff, supervisors and line managers as required

### **Main Duties and Responsibilities**

#### **Cleaning and facilities organisation according to specification for the premises**

- Support the facilities manager in the development of cleaning schedules and site level compliance and paperwork
- Support the facilities manager in COSHH compliance
- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use, and ensure stored as required by the school and Health and Safety requirements
- Ensure tools and equipment used by the cleaning teams are in good working order and report any faults to the Facilities Manager
- Ensure that Health & Safety standards are maintained at all times
- Support Waste management – clean and maintain waste areas
- Collect and dispose of waste in appropriate manner
- Undertake special deep cleaning programmes during school closure or other designated periods in compliance with the specification for the premises
- Undertake holiday programme of works for redecoration and painting of sites.
- To support with site gritting and leaf clearance as required



## Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record-keeping as directed
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to appropriate person
- Make sure toilet paper, hand towels and soap dispensers are full for the start of each day, and alert the Facilities Manager if stock is becoming low
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## Security

- Key holder responsibilities across allocated sites
- Opening or locking up of allocated sites as required
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

## General

- To attend meetings as required
- To participate in training, learning activities and performance development as required
- To comply with all health and safety requirements and procedures at all times, relating to the role, students and staff within the school.
- To be 100% confidential, understanding that failure to do this will result in immediate dismissal.
- To do anything else reasonably requested by your line manager

## Expectations

- To maintain the trust's values and ethos at all times
- To work at all times within the Code of Conduct and the Trust Safeguarding Policy
- As appropriate, to the post holder's duties must be carried out in compliance with the following:
  - Trust Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required and to undertake any additional hours to meet the needs of the business
- To maintain confidentiality of the Trust's affairs
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
- Perform general administrative duties and undertake ad hoc projects as required
- Collaborate with central services and school colleagues across the Trust to further develop a culture of compliance.



**Strategic Direction and Development of the School and the Trust:**

- Contribute to the Trust projects which aim to meet the aspirations of the Academies for Character and Excellence Vision Statement and The Trust Improvement Plan
- As a member of the Central Services Team, actively contribute to the development of the whole Trust
- Lead by example in helping to create a productive and professional Trust ethos
- To administer, control and manage operational affairs in the best interests of the Trust in compliance with regulatory and best practice procedures and long-term plans