



Mobile Facilities Supervisor
Salary NJC (Devon) Grade C 7 £21,150.59
35 hours per week /52 week Permanent contract
Working across Torre & Shaldon Primary Schools

The Academies for Character and Excellence has nine Primary Schools and three Pre-schools making up a dynamic and innovative learning organisation. We also work in partnership with another two schools who are due to join us officially later in the year.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, integrity, equity, and of course uncompromising excellence.

An exciting opportunity has arisen to be a part of our friendly and supportive facilities team, ensuring our sites are clean, tidy, safe and secure and are a pleasant learning environment for both staff and pupils. We are looking to appoint a skilled mobile Cleaning Facilities Supervisor to cover two primary schools.

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

To be responsible for the locking and unlocking of the sites with key holder responsibilities. Maintaining the security of the school premises by securing entrances/ exits as appropriate and reporting potential security breaches.

We are committed to safeguarding and the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

For more information on the role please see the Job Description which is available along with an application and equal opportunities form from our website <https://www.acexcellence.co.uk/ace-trust-vacancies> Applications must be completed and emailed to recruitment@acexcellence.co.uk by **9am** on the **3rd November 2023** with interviews to be held week commencing the **6th November 2023**.