



**NAME OF SCHOOL:** The John Roan

**ADDRESS AND LOCATION:** Maze Hill, Blackheath, SE3 7UD

**JOB SPECIFICATION FOR:** Facilities Operative

**RESPONSIBLE TO:** Facilities Supervisor

**SALARY:** LLW

**HOURS:** 3pm – 7pm Monday to Friday all year round

### **JOB DESCRIPTION**

#### **Purpose of the Post**

To carry out cleaning in designated areas in accordance with the cleaning schedule, using the most appropriate materials and equipment available. To ensure all areas are clean and hygienic and maintained to a high standard within the school premises.

#### **Main Activities and Responsibilities**

- To carry out general cleaning tasks as directed by the appropriate supervisor which may include; mopping; sweeping; vacuuming; buffing; dusting and polishing; emptying of litter bins.
- To undertake all necessary training provided and participate in staff training and development processes.
- To use mechanical cleaning equipment as directed.
- To ensure the safe use of chemicals, machinery and equipment whilst carrying out duties in compliance with current Health & Safety Legislation.
- To report defects or breakdown of equipment to the Facilities Supervisor.
- To store equipment and cleaning material in a safe, clean and tidy condition.
- To transfer all collected waste bags to designated collection points.
- To undertake any other duties appropriate to the post as required.
- To ensure all doors and windows are locked and secure.
- To conduct and complete daily room checks and report any defects to the Facilities Manager.
- To complete data logging sheets.



## **General/Whole School Responsibilities**

- To receive all visitors in a courteous manner and direct them as appropriate and in compliance with the schools code of practice and ethos.
- The post holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.

## **DRESS CODE**

The post holder will present him/herself for work in a manner that reflects his/her role, and will wear the required uniform.

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which are consistent with the job title and the salary attached to this post.

## **FACILITIES OPERATIVE**

### **PERSON SPECIFICATION**

The Post holder would be expected to have and maintain a clear DBS throughout the period of employment

**Qualifications/Experience**

- Able to communicate clearly, understand and follow directions
- Basic level of literacy to read instructions
- Experience of undertaking general cleaning duties.
- Willing to undergo training as required.

**Skills/Abilities/Knowledge**

- Ability to carry out general cleaning duties as detailed in the Job Description.
- Is punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Be flexible to changing demands of the post.
- Take pride in a job well done.
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Must be in good health.