



## Job Description

<b>Job Title:</b>	Facilities Assistant
<b>Department:</b>	Facilities
<b>Reporting To:</b>	Facilities Manager
<b>Grade:</b>	SCP 2
<b>Hours:</b>	20 hours per week, term time only

### General Description

To ensure that the school's standards of cleanliness are maintained and to assist with the management and maintenance of the dining areas during break and lunchtime periods.

### General Duties and Responsibilities

#### Cleaning:

- Respond to cleaning requests as they occur.
- Follow the daily cleaning schedule provided by the Operations Manager.
- If necessary, undertake deep cleaning of areas within the school.
- Ensure stock levels of cleaning materials are maintained by communicating stock levels to the Operations Manager in a timely manner.
- Replenish washroom stocks.
- Ensure all classrooms, offices, communal areas and toilets are inspected and cleanliness issues addressed during the school day.

#### Welfare:

- Ensure the safety and welfare of students whilst in the dining area during break and lunchtime.
- Clean, wipe and tidy the dining room furniture (indoors and outdoors).
- Take dirty plates and cutlery to kitchen during the break and lunch periods.
- Promote good behaviour and conduct of students in the dining area following our Behaviour Policy
- Work productively as part of a team to make break and lunchtime orderly.
- Assist, if necessary, with the management of the dinner queue.
- At the end of the lunch service, to assist in ensuring the area is clean, tidy and ready for the following day's service.

#### Events:

- If required, assist with providing refreshments during school events.
- Liaise with the Operations Manager regarding requirements for school events.
- Provide the service of tea / coffee during event.
- Undertake the necessary preparation prior to event and the refreshments area is adequately cleaned after the event.
- Tidy up after the event and ensure any equipment used is cleaned and appropriately stored.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help to apply our general statement of health and safety policy.

In addition to these specific responsibilities the post-holder may be required to undertake any additional responsibility that might reasonably be deemed to be part of the job.