



JOB DESCRIPTION

JOB TITLE	Caretaker / Cleaning Supervisor	JOB REF NO	AAAE5001
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BASIC JOB PURPOSE

Maintain the security of school premises and contents – Job Holder designated as the registered key holder.

Ensure that lighting and heating systems are maintained in good working condition.

Carry out cleaning of designated areas and monitor the cleaning carried out by contractors on a day to day basis.

Undertake cleaning duties and supervise cleaners to ensure that cleaning is carried out in accordance with the requirements of the school.

Responsible to AMAT Assistant Estates Manager

MAIN RESPONSIBILITIES

1.	Receive delivery of supplies, furniture and parcels into the school; ensure correct distribution to the appropriate department/classroom/ teacher.
2.	Liaise with contractors and monitor work being carried out by them.
3.	Supervise cleaning staff, ensuring that they carry out the specified schedule of daily cleaning tasks as necessary to meet the requirements of the school.
4.	Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings, using, where appropriate powered equipment.
5.	Monitor the conditions of the school's sanitary provisions for both staff and pupils. Maintain supplies of materials and respond to problems arising from the improper use of facilities. Ensure safe storage and use of cleaning materials, in accordance with the requirements of COSHH.
6.	Order basic cleaning materials within the limits set by the Line Manager to ensure that sufficient supplies are kept on site to carry out the required cleaning tasks.
7.	Check the heating installation daily during the heating season and ensure sufficient fuel supplies are maintained. Monitor and ensure the most economic use of water, gas, oil and electricity.
8.	Undertake general fire precautions and security tasks at the school; unlocking and locking the school premises, setting and disarming security and fire alarm systems and other security measures, etc.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job and in any location within the school site/s.

All staff are expected to maintain high standards of student/customer care in the context of the School's core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.

All staff are expected to maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed Dated

Name (Please print).....

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time