

## Premises Assistant/Cleaning Supervisor

### Working Time:

Permanent 30 hours per week  
Monday – Friday - 1pm – 7pm

### Salary:

SFCA Scale Point: 5 (Currently £22,736)

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### Main Purpose of the Role

This position is split into two job functions:

1. Cleaning Supervisor - Responsible for the daily management of the cleaning team and cleaning standards throughout the College. Ensuring that the cleaning function is delivered to a high standard in a safe, effective and efficient manner.
2. Premises Assistant - maintain the upkeep of the building, handling deliveries, setting up events and locking the building in an evening and ensuring the building is secure and alarmed.

### 1. Cleaning Supervisor

#### Allocation of Duties and Management of Performance

- To organise, deploy, direct and supervise a team of cleaning operatives
- To assigns jobs, monitoring and inspecting progress to ensure that duties are effectively carried out.
- To organise cover of and contribute to the cleaning of areas as and when required due to staff absences and/or workloads
- Working with the Premises Manager, responsible for ensuring the cleaning operatives meet with legislative requirements, college's policies and procedures and a general duty of care.
- To identify and deal with individual underperformance/conflicts of cleaning operatives, involving Line Manager as appropriate

#### Recruitment, Induction, Training and Development of Cleaning Operatives

- Assist Line Manager with the recruitment of cleaning operatives
- Working with the Premises Manager you are will be required to recruit, induct, train, motivate and develop the cleaning team ensuring competency in the use of cleaning materials and machinery in accordance with the manufacturers' instructions and COSHH regulations that deliver a consistently high standard of cleanliness throughout the College.

#### Cleaning Function and Standards

- To develop and monitor the daily/weekly/monthly cleaning schedules ensuring they are effective in achieving the overall standards
- Develop a robust cleaning schedule and delegate areas of responsibility to the cleaning team, setting and maintaining the required cleaning standards.
- Carry out regular audits of all areas and implement a process to rectify any shortfalls found
- Undertake washroom facilities/toilet audits to ensure safe environment, to maintain a high standard of safety & cleanliness.
- To conduct daily cleaning inspections of the College site reacting to any urgent needs and/or relaying corrective action to the cleaning team.
- Plan and manage cleaning around organized College events/activities and staff accordingly

- To work with Premises Manager and Head of IT and Estates, and other building users, to plan and coordinate additional cleaning activities which may arise in readiness for ad-hoc events.
- Implement a programme for deep cleaning activities during the College holidays

### Mechanical/General Cleaning Equipment/Materials/Consumables

- Carry out regular maintenance of cleaning equipment to ensure it is fit for purpose e.g. emptying hoover waste, clearing hoses, filters etc. Reporting any defects immediately.
- Report defective cleaning equipment, repairs, and servicing requirements to the Premises Manager.
- Ensure all staff are trained in the correct and safe use of equipment as necessary to provide the service, for example floor maintenance equipment, mopping systems (wet and dry, carpet cleaning and buffing machinery)
- Manage the procurement of cleaning materials and consumables, to ensure quality and best value. Monitoring and controlling usage and carrying out routing stock checks, ensuring sufficient stocks are available.

## 2. Premises Assistant Duties

### Security/Keyholder

- To act as a key holder, locking the premises in accordance with security procedures
- In conjunction with the Premises Manager responding to calls outside normal working hours because of break-ins etc, setting off intruder alarms etc. – The College engages an external 'Keyholder Service' out of hours and this requirement will be if the Keyholder Service is unable to attend or deal with the emergency.

### Locking Up Protocols

- Follow daily locking up protocols including:
  - Enter every room/area of the college to:
    - Ensure windows are closed and secure
    - Ensure window blinds are closed
    - Ensure shutters are down (where relevant)
    - Ensure all electrical items and heaters are turned off and unplugged where relevant
    - Ensure water boilers are turned off
    - Carry out visual inspection of room to identify any health and safety concerns and/or repair and maintenance requirements
    - Remove any items from windowsills
    - Inspect lighting to identify faulty equipment
    - Check room clocks to ensure operating correctly
  - Ensure all external access points are secure including doors to enclosed garden area
  - Ensure doors to roof are secure
  - Ensure all Fire Extinguishers are positioned correctly
  - Visually inspect doors/door closers/fire doors etc to identify any necessary remedial/repair work, ensuring fire doors are properly closed
  - Ensure all internal blinds are open (with exception of Safeguarding Rooms)
  - Ensure all furniture, particularly in teaching/study/hall spaces and Bistro/Refectory are correctly positioned, maintaining safe evacuation routes, removing trip hazards
  - Remove old, out of date posters from walls
  - Check ground floor shower room, identify dripping or leaking shower head
  - Check all kitchens, science labs, art rooms, toilets, identifying any dripping or leaking taps etc
  - Ensure gas taps are shut off in science labs
  - Ensure external plant room door is secure
  - Ensure all Riser Doors are secure

- Ensure Bin Store is secure
- Leave written report for Premises Manager of relevant issues encountered during locking up process
- On departure , ensure the alarm is properly set and the external doors fully secure
- Respond to issues arising when setting alarm, contacting support if required

## Health and Safety

- Assist with regular checks of the fire alarm system, escape routes, fire extinguishers, and emergency lighting as directed, ensuring accurate records are kept.
- Deal with any fire alarm activations if required
- Providing access, where possible, to the premises in the event of snow, applying salt/grit to external areas
- Carry out routine procedures and/or checks on ancillary equipment e.g. Firefighting equipment/water checks/batteries etc.
- Ensure that the Health and Safety Guidance is always adhered to.
- To ensure a clean environment is for all college staff, students and visitors in accordance with Health and Safety Requirements.
- To ensure staff always operate within safe working practices, with due regard to Health and Safety Regulations, COSHH, Control of Infection, Waste Management etc. in accordance with legislative requirements
- Report any known building faults/damage to the building fabric to your line manager
- Ensure that the Health and Safety Guidance is always adhered to acting as the designated first aider during cleaning shifts.
- Be accountable for the safe use, storage and security of cleaning equipment and materials maintaining a safe environment for staff and students.
- To contribute to a safe working environment by advising the Premises Manager, in a timely manner, of hazards repairs or maintenance requirements identified by the cleaning team in the course of their duties.

## Caretaking

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Premises Manager
- Support the facilitation of the premises with evening and weekend functions.
- Porterage Duties – Handling deliveries and taking items to their destination
- Assist in the setting up of rooms for examinations, College events and ensuring classrooms are set up correctly for college use after such events.
- Ensure all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate
- Carry out emergency spot cleaning when required which may be necessary to maintain hygienic and health & safety standards.
- Litter picking external areas of the College when required
- Obtain weekly meter readings for Gas, Electric and Water, complete documentation and report to Premises Manager.

## Repair and Maintenance

- Advising the Premises Manager of any repair and maintenance work required that is beyond the competence of the site staff
- To follow and effect the college's plan of preventative maintenance as discussed with the Premises Manager
- To undertake maintenance / repair work as directed as outlined below:
  - Painting and decorating
  - Joinery – 1<sup>st</sup> Line maintenance of fixtures and fittings, examples, tightening of screws on hinges, maintenance of door handles, minor repairs etc.
  - Plumbing – unblocking sinks, sink traps, waste pipes, toilets, adjustment/replacement of tap washers etc.
  - Gardening and External Repair and Maintenance (Paving etc.)
- Under the direction of the Premises Manager – liaise with External Contractors, carrying out site inductions, directing as appropriate, understanding/communicating the outcome of the visit and any remedial works identified

## General

- To be aware of, and comply with, college policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection/GDPR, reporting concerns to the relevant person.
- To contribute to the overall ethos of the college
- To participate in training, other learning activities and professional development as may be reasonably directed
- To be willing to become a designated First Aider if requested
- To carry out other duties commensurate with the grade and job title as directed by the Premises Manager or Other Senior Manager.
- Occasional Saturday working will be required to cover for open events and if contractors need to access the building.
- Occasional late evenings will be required to accommodate events and meetings.
- This is not an exhaustive list, and related duties may be added/amended at the discretion of the Premises Manager, to meet the needs of the College.