

# JOB DESCRIPTION

JD no: 10

## Job Details

Post Title	Cleaner
Responsible to	Line Manager

## Purpose of job

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

## Responsibilities

1. Carry out all cleaning duties within designated areas, as directed by the supervisor/manager.
2. Undertake specialised cleaning programmes during school closures or other designated periods.
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
4. Effective and safe use of domestic and industrial cleaning equipment and materials.
5. Ensure a safe and tidy environment is maintained. Collect and dispose of waste.
6. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Cleaner will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Cleaner will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Cleaner will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Cleaner is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### Performance Management

The Cleaner will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### Appraisal

The Cleaner will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 11

## Job Details

Post Title	Cleaning Supervisor
Responsible to	Line Manager

## Purpose of job

To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

## Responsibilities

1. Carry out all cleaning duties within designated areas, ensuring all areas are cleaned and safe to the required standard through effective supervision of other cleaning staff.
2. Undertake specialised cleaning programmes during school closures or other designated periods.
3. Ensure all cleaning staff perform duties in line with health and safety regulations and school policy and take action where hazards are identified. To report serious hazards to the senior staff immediately.
4. Effective and safe use of domestic and industrial cleaning equipment and materials.
5. Monitor and maintain allocated equipment and materials, advising of any required stock replenishment. Collect and dispose of waste safely and appropriately.
6. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Cleaning Supervisor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Cleaning Supervisor will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Cleaning Supervisor is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Cleaning Supervisor will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Cleaning Supervisor is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### Performance Management

The Cleaning Supervisor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Cleaning Supervisor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 40

## Job Details

Post Title	Site Assistant
Responsible to	Line Manager

## Purpose of job

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

## Responsibilities

1. Ensure building is fit for purpose, ensuring all agreed procedures and checks are followed rigorously.
2. Perform duties in line with health and safety regulations and school policy and take action where hazards are identified. To report serious hazards to senior staff immediately.
3. Assist with maintenance of accurate records relating to health and safety, maintenance and security.
4. Under the direction of senior staff, provide prompt and reliable support in maintaining the building and grounds to a high standard by carrying out essential maintenance in line with established procedures.
5. Ensure building systems environment, including heating, cooling, lighting and security, is fit for use.
6. Collect and assemble waste and where required, cleaning of designated areas of the school building and grounds as directed.
7. Act as school contact for premises contractors.
8. Undertake general portage duties including moving furniture and equipment within school. Oversee and monitor delivery of any specialised activity.
9. Contribute to contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the health and safety of staff and students and minimise disruption.
10. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some of the following:

1. Transporting on a school minibus academy staff and/or pupils as and when required (full accreditation and licensing required).

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Site Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Site Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Site Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The Site Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Site Assistant is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### Performance Management

The Site Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### Appraisal

The Site Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

**Job Details**

<b>Post Title</b>	Site Supervisor
<b>Responsible to</b>	Line Manager

**Purpose of job**

To be responsible, under the direction of the Site Manager, for the maintenance and security of the school premises and site, ensuring a safe working environment.

**Responsibilities**

1. Ensure building is fit for purpose, ensuring all agreed procedures and checks are followed rigorously.
2. Perform duties in line with health and safety regulations and school policy and take action where hazards are identified. To report serious hazards to the line manager immediately. Ensure accurate records are kept relating to H&S, maintenance and security.
3. Provide prompt support in maintaining the building and grounds to a high standard by carrying out essential maintenance in line with established procedures. Arrange emergency repairs or commission specialist contractors, under the direction of the Site Manager, where appropriate or as per the planned and authorised schedule of works.
4. Ensure building systems environment, including heating, cooling, lighting and security, is fit for use.
5. Arrange regular maintenance and safety checks. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
6. Undertake general portage duties including moving furniture and equipment within school. Oversee and monitor delivery of any specialised activity.
7. Supervision of the site team in the absence of the Site Manager.
8. Contribute to contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the health and safety of staff and students and minimise disruption.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

1. Transporting on a school minibus academy staff and/or pupils as and when required (full accreditation and licensing required).
2. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment.
3. Provide ad hoc informal training on health and safety issues to other staff.
4. Act as a designated key holder, providing out of hours and emergency access to the school site.

**Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such the Site Supervisor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

**Student Care Role**

- The Site Supervisor will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Site Supervisor is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Site Supervisor will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Site Supervisor is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### **Performance Management**

The Site Supervisor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Site Supervisor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.



## JOB DESCRIPTION

JD no: 55

JD no: 41

### Job Details

Post Title	Site Manager (primary and secondary)
Responsible to	Line Manager

### Purpose of job

Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.

### Responsibilities

1. Be responsible for ensuring the security of school buildings and site. Act as a designated key holder, providing out of hours and emergency access to the school site.
2. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
3. Develop and implement the annual long term maintenance requirements to support a cost effective maintenance programme.
4. Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
5. Responsible for ensuring regular maintenance checks and follow-up actions are carried out.
6. Arrange tenders and quotes and manage the appointment of external contractors. Responsible for contractors whilst on site and ensure work is completed to the required standard.
7. Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
8. Management of the site and grounds team ensuring a prompt and efficient service is provided at all times.
9. Management of the designated site budget, under supervision of senior staff.
10. Management of planning, monitoring, and operation of contingency arrangements.
11. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

1. Transporting on a school minibus academy staff and/or pupils as and when required (full accreditation and licensing required).
2. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment.
3. Provide formal training on health and safety issues to other staff.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Site Manager will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Site Manager will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Site Manager is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Site Manager will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Site Manager is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### **Performance Management**

The Site Manager will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Site Manager will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 25

## Job Details

Post Title	Groundsman
Responsible to	Line Manager

## Purpose of job

To undertake a range of grounds maintenance tasks, as directed.

## Responsibilities

1. To maintain a high quality and safe external environment in accordance with good horticultural practice by carrying out a range of grounds maintenance tasks.
2. Undertake daily routine safety and maintenance checks ensuring that vehicles, machinery and equipment used is well maintained, kept clean and not exposed to the risk of damage or loss/theft.
3. Ensure that all areas are left secure and barriers locked and that all necessary information recording is completed on time and accurately.
4. Perform duties in line with health and safety regulations and school policy and take action where hazards are identified, reporting serious hazards to the line manager immediately. Ensure accurate records are kept relating to H&S, maintenance and security.
5. Arrange and oversee onsite grounds maintenance contractors, checking that work is completed to required standards and within required timescales.
6. Under the direction of the Line Manager, purchase and maintain stocks of premises related equipment and supplies within agreed budget and the agreed schedule of works.
7. Undertake general portage duties including moving furniture and equipment within school. Oversee and monitor delivery of any specialised activity.
8. Contribute to contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the health and safety of staff and students and minimise disruption.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

1. Transporting on a school minibus academy staff and/or pupils as and when required (full accreditation and licensing required).
2. Act as a designated key holder, providing out of hours and emergency access to the school site.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Groundsman will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Groundsman will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child

Protection Officer.

### Training and Development

- Training and development will be given to ensure that the Groundsman is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The Groundsman will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Groundsman is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### Performance Management

The Groundsman will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Groundsman will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.