

SVT – Premises 3 – Grade C (Unique)

Role Title	Typical job title
Premises 3 (Unique) SVT	
Information sources	Date of profile
(Premises 3 and 4) Job Evaluation Panel	01/12/2022
Purpose of the role (job statement)	
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	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required; 2. Act as the designated key holder for the school premises; 3. Supervise and / or organise taking into account staff absences rotas for designated staff to ensure cleaning services are delivered to the required standard; 4. Undertake cleaning of allocated areas in line with specified standards; 5. Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training; 6. Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser; 7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site; 8. Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting equipment faults and serious hazards to senior staff immediately; 9. Collect and dispose of waste; 10. Refill and replace soap, towels and other consumables; 11. Adhere to safeguarding procedures. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 12. Provide access to premises in emergency situations such as flooding; 13. Supervise / undertake specialised cleaning programmes during school closures or other designated periods. 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, supervision of cleaning staff, ordering supplies, repairs. 	