

BROADHURST SCHOOL

Job Description

Premises Supervisor

Responsible to	The Proprietors and Headmistress
Day-to-day supervision	The Proprietors and Headmistress
Location	Broadhurst School
Contracted hours	To be confirmed

Job Purpose

To maintain the school premises, buildings and outside areas to a consistently high standard of cleanliness, safety, hygiene and presentation. The postholder will undertake a range of cleaning, caretaking, janitorial and basic maintenance duties to ensure that the school provides a safe, clean, welcoming and well-maintained environment for children, staff, parents and visitors.

The postholder will be responsible for completing cleaning and premises duties in accordance with the school's cleaning rotas, procedures and health and safety requirements, as directed by the Headmistress, Proprietors or School Administrator.

The Post holder will work on a self-employed basis

1. Cleaning and Hygiene

The postholder is responsible for cleaning all allocated areas of the school site. Areas of responsibility may vary from time to time according to the needs of the school and the direction of the Headmistress, Proprietors or School Administrator.

- Maintain consistently high standards of cleanliness throughout the school, including classrooms, nursery rooms, communal areas, corridors, offices, toilets, washing facilities and other designated spaces.
- Follow the school's cleaning rota, ensuring that all tasks are completed at the required frequency and to the standards specified.
- Use cleaning products and materials as instructed, in accordance with the school's cleaning procedures and relevant safety guidance.
- Operate cleaning equipment and machinery safely and appropriately, including vacuum cleaners, floor-cleaning equipment and polishing machines, where required and where trained to do so.
- Vacuum hard and soft floor surfaces and undertake spot cleaning of spills and marks as necessary.
- Mop and spray-clean hard floors using the appropriate products and methods.
- Wipe and clean furniture, ledges, pipes, paintwork, doors, fixtures and fittings.
- Clean and polish internal door glass and other accessible glass surfaces as required.
- Empty, clean and maintain waste bins, ensuring that waste is disposed of appropriately.
- Thoroughly clean toilets and washing facilities, including sanitary fittings and surrounding areas.

- Replenish janitorial supplies in toilets, classrooms and other designated areas, and notify the School Administrator when stocks are running low.
- Maintain a high standard of cleanliness in nursery and toddler facilities, including washing and changing areas.
- Wash towels, clean toys and undertake ironing where required and appropriate to the needs of the school.
- Respond promptly to spillages and cleaning needs to ensure that areas remain hygienic and safe for children and staff.
- Ensure that cleaning materials and equipment are stored safely and securely after use.

2. Premises and Grounds Maintenance

- Help ensure that school buildings, fixtures, fittings and outside areas remain clean, orderly, safe and presentable.
- Keep outside areas in good order, including sweeping leaves, removing debris and maintaining the general tidiness of entrances, pathways and designated outdoor spaces.
- Undertake routine checks of the premises and report damage, defects, hazards or maintenance requirements promptly.
- Carry out minor repairs and basic maintenance tasks using the tools and equipment provided, where appropriately instructed and competent to do so.
- Undertake simple practical tasks, which may include putting up shelves, tightening fittings, assisting with minor door repairs and other basic handyman duties.
- Report repairs or maintenance work that is beyond the postholder's competence or authority to the School Administrator, Headmistress or Proprietors.
- Ensure that tools, equipment and maintenance materials are stored securely and safely.
- Assist with the movement or arrangement of furniture and equipment when required.
- Undertake additional premises-related duties as reasonably requested by the Headmistress, Proprietors or School Administrator.

3. Health, Safety, Fire Safety and COSHH

- Contribute to maintaining a safe and healthy environment that meets relevant health, safety, hygiene and fire safety requirements.
- Follow the school's health and safety policies, procedures, risk assessments and safe working practices.
- Follow Control of Substances Hazardous to Health (COSHH) requirements when using, handling, storing and disposing of cleaning products, chemicals and other hazardous substances.
- Read and follow product labels, safety data sheets, COSHH assessments and instructions before using cleaning products or substances.
- Ensure hazardous substances are clearly labelled, securely stored in designated areas and kept out of reach of children.
- Use appropriate personal protective equipment (PPE), such as gloves and other protective items, as required by risk assessments and product instructions.

- Never mix cleaning chemicals or use products for purposes other than those for which they are intended.
- Report spills, accidental exposure, damaged containers, missing labels or other concerns involving hazardous substances immediately to the School Administrator, Headmistress or Proprietors.
- Identify and report hazards, damage, unsafe equipment or other concerns that may affect the safety of children, staff, parents or visitors.
- Ensure floors and walkways are kept clear of hazards and that wet floors are appropriately managed and signposted.
- Undertake routine fire alarm testing, including testing designated manual call points (break-glass units), according to the school's fire safety schedule and procedures.
- Record fire alarm tests and report any faults, failures or concerns immediately to the appropriate person.
- Ensure fire exits, escape routes and access points remain clear and unobstructed.
- Report concerns relating to fire safety equipment, emergency lighting or other safety systems without delay.
- Follow the school's procedures for the safe handling and disposal of waste, including sanitary waste where applicable.
- Complete and maintain cleaning, health and safety and premises-related records as required, including cleaning schedules, COSHH checks, fire alarm tests and other designated safety checks.
- Ensure records are accurate, up to date and completed at the required frequency, reporting outstanding actions or concerns promptly.
- Participate in relevant health and safety and COSHH training and follow updated guidance or procedures issued by the school.
- Report accidents, incidents, near misses and identified hazards in accordance with the school's reporting procedures.
- Follow relevant risk assessments and safe systems of work when undertaking cleaning, manual handling, using machinery or carrying out minor maintenance tasks.

Fire alarm testing and other safety checks must only be undertaken in accordance with the school's procedures and after appropriate instruction and training.

4. Security and Closing Procedures

- Support the secure operation of the school site and lock the school at the end of the designated working day, in accordance with agreed arrangements.
- Check that designated windows are closed and secured at the end of the day.
- Ensure lights and appropriate electrical equipment are switched off after work, in accordance with school procedures.
- Check that designated rooms and areas are left clean, tidy and secure.
- Ensure cleaning equipment and materials are safely stored and access to hazardous materials is restricted.
- Lock the school premises at the agreed time and ensure doors and access points are secure.
- Report security concerns, damage, faults or incidents promptly to the School Administrator, Headmistress or Proprietors.

5. Cleaning During School Closures

During periods when the school is closed to children, the postholder will undertake planned deep cleaning and routine cleaning throughout the premises.

- Complete additional cleaning tasks that are difficult to undertake during the normal school day.
- Deep clean classrooms, nursery rooms, toilets, washing facilities, communal areas and other designated spaces.
- Clean furniture, fixtures, fittings and equipment as directed.
- Undertake additional routine maintenance, tidying and premises-related tasks.
- Prepare the school environment to ensure that it is clean, safe and ready for the return of children and staff.
- Undertake additional duties allocated by the Headmistress or Proprietors during school closure periods, according to the needs of the school.

6. Standards, Monitoring and Accountability

- Maintain high standards of cleanliness and presentation at all times and complete duties in accordance with the school's cleaning rota and procedures.
- The Headmistress will delegate day-to-day monitoring of cleaning standards to the School Administrator.
- The School Administrator will monitor the completion and quality of cleaning duties and required records and checks, provide feedback and identify areas requiring further attention.
- The Headmistress and Proprietors may also carry out periodic spot checks of cleaning standards and other aspects of premises management as considered appropriate.
- Respond positively to feedback, address identified shortcomings promptly and maintain the required standards consistently.
- Report issues affecting the completion of duties, including equipment faults, shortages of supplies or time constraints, to the School Administrator.
- Work cooperatively with colleagues to support the effective day-to-day running of the school.

7. General Responsibilities

- Maintain confidentiality and act professionally when working within the school environment.
- Understand the importance of safeguarding children and follow all relevant school safeguarding procedures.
- Undertake all required training relevant to the role.
- Carry out other reasonable duties commensurate with the position, as directed by the Headmistress, Proprietors or School Administrator.

Person Specification

Essential requirements

- A reliable, conscientious and proactive approach to work.
- High standards of personal organisation, cleanliness and attention to detail.
- The ability to work independently and manage a cleaning rota effectively.

- A willingness to undertake a varied role incorporating cleaning, caretaking, basic maintenance and security duties.
- The ability to follow written procedures and verbal instructions.
- An understanding of the importance of health, safety and hygiene in a school and nursery environment.
- A flexible and practical approach to the changing needs of the school.
- Good communication skills and the ability to report promptly.

Desirable requirements

- Previous experience in cleaning, caretaking, premises management or a similar role.
- Experience using professional cleaning equipment and products.
- Basic practical maintenance and handyman skills.
- Previous experience working in a school, nursery or childcare setting.
- Relevant health and safety, fire safety or cleaning qualifications.

Additional Information

The postholder will receive appropriate induction, instruction and training for the duties required. School procedures, cleaning schedules, equipment guidance and relevant health and safety documentation will be made available as appropriate.

This job description outlines the principal duties and responsibilities of the post. It is not intended to be exhaustive, and the Headmistress and Proprietors reserve the right to review and amend the duties in response to the operational needs of the school, following appropriate discussion with the postholder.

Safeguarding statement: Broadhurst School is committed to safeguarding and promoting the welfare of children. The postholder will be expected to uphold this commitment, comply with the school's safeguarding policies and procedures, and undertake the appropriate pre-employment checks required for the role.

Review date: To be confirmed.