



Person Specification Castleford Academy Toilet Supervisor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of general education. • Knowledge of cleaning processes and H&S requirements including COSHH 	<ul style="list-style-type: none"> • G.C.S.E maths & English grade C or above / or equivalent
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Excellent interpersonal and communication skills. • Ability to relate well to children and adults • Willingness to gain knowledge of health and safety procedures and precautions • Willingness to gain awareness of COSHH regulations • Willingness to gain awareness of health and hygiene procedures • Willingness to participate in development and training opportunities 	<ul style="list-style-type: none"> • Defibrillator training. • Knowledge of local health professionals and the work they offer. • Knowledge of basic hygiene procedures
Beliefs, Values and Personal Qualities	<ul style="list-style-type: none"> • Energy, enthusiasm and drive • Ability to work under pressure • Flexibility • Attention to detail • Team player • Able to work with minimal supervision • Committed to providing the best for all pupils at Castleford Academy 	
Experience	<ul style="list-style-type: none"> • Experience of dealing with pupils aged 11-16 	<ul style="list-style-type: none"> • Working in schools and/or children



Job Description Toilet Supervisor

RESPONSIBLE TO	Cleaning Manager
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MAIN AREAS OF RESPONSIBILITY

Ensure toilet facilities are being maintained to a high standard of cleanliness and that pupils do not abuse the facility in terms of time spent in facility.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures.

Daily Duties

- Ensure the cleanliness of the pupil toilets throughout the day.
- Conduct adhoc inspection of both boys and girls toilets throughout the day.
- Ensure pupils do not abuse the toilet facilities or the time that they spend out of lesson.
- Monitor pupils keeping records of entry and reporting any patterns to HOY.
- Clean toilet facilities at least once per day, replenishing liquid soap, hand towels and toilet paper.
- Report any child protection issues, if pupils disclose information or if you see something e.g bullying taking place.
- Support pupils that might be unwell, for example sick, seeking First Aid support when necessary.
- Provide sanitary ware on request
- Ensure pupils are sent back to class at end of breaks and meal times ensuring no loitering when should be in lesson. Report repeat offenders to SLT.
- When needed to relieve First Aider when on emergency call out and report First Aiders' absence to 2nd in charge.

Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

Health and Safety

- Undertake Basic First Aid/Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.



Continuing Professional Development

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Candidates must also be willing to undertake any other responsibilities in line with their grade as requested by the academy.