



JOB DESCRIPTION

Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Matthew Moss High School
Job Title:	Facilities Attendant
Hours:	27.5 hours per week; Term Time only Monday to Friday - 9am to 2.30pm
Grade:	Grade 2, Point 3 to 4 - £25,615 - 26,017 FTE per annum Actual salary is £16,435 - £16,693 per annum
Accountable to:	MMHS Headteacher, Site Manager, Business Manager
Accountable for:	N/A
Special Conditions of Service:	All posts require enhanced DBS clearance prior to appointment. • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • Annual Leave - Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Organisational Chart:

Headteacher
Site Manager / Business Manager
Facilities Attendant

Relationships

Internal:

1. School staff.
2. Senior managers.
3. Governors.
4. Volunteers.
5. Pupils.
6. Users of the school.

External:

1. Parents/carers.
2. Staff in other Trust schools and within the wider LA.
3. Suppliers of equipment and services.

PURPOSE AND OBJECTIVES OF THE ROLE

To undertake the cleaning of designated areas as allocated. To ensure the standards are such that they meet the terms of the cleaning specification of the school.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self.

Financial

N/A

Safeguarding

Fulfill responsibilities and obligations in relation to the safeguarding of staff and learners.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Health/Safety/Welfare

To promote staff well-being and be responsible for the safety and welfare of self, colleagues and learners in accordance with the Health and Safety Policies of Watergrove Trust.

Equality

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Schools performance management framework.



Values & Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness.

Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

The postholder must:

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

- All cleaning duties i.e. floors, sanitary ware, walls, emptying litter bins etc
- Use of cleaning equipment; including floor buffers
- Ordering and replenishing stocks e.g. soap, paper towels, toilet rolls
- Supervising the toilet block to ensure students move through effectively and safely.
- Understanding the school behaviour policy and encouraging students to act appropriately at all times.
- Knowledge of the availability of First Aid provision and its location.
- Emergency/ Accident cleaning
- Disposing of recycled paper in the nominated bins.
- Replenishing stocks of soap, paper towels and toilet paper in staff toilets.
- This job profile is not a restrictive outline, but indicates a range of duties. The postholder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust
2. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
3. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate



4. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.

5. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

7. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

8. To attend and participate in meetings as required.

9. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

10. Support the Academy & the Trust in meeting our legal requirements for worship.

11. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____Charlotte Longthorne_____ Date: ____21/09/2026_____

Postholder Signature: _____Date: _____



PERSON SPECIFICATION

Academy :	Matthew Moss High School	Post:	Facilities Cleaner
Section :	Associate	Scale:	Grade 2, 3-4

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview
Experience & Ability		
Please tell us about your ability to undertake cleaning duties to the highest standards	E	AF, I
Please tell us about your ability to understand verbal and written instructions	E	AF, I
Please tell us when you have worked on your own initiative without supervision	E	AF, I
Please tell us about when you have worked as a member of a team	E	AF, I
Please tell us about your ability to operate powered cleaning equipment e.g. vacuums, floor cleaners	E	AF, I
Please tell us about your ability to use cleaning products in accordance with safe working practices	E	AF, I
Values and Behaviours		



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