**JOB DESCRIPTION**

JOB TITLE: Toilet Supervisor

RESPONSIBLE TO: Site Manager

MAIN JOB PURPOSE: To supervise safe pupil use and access to main toilet blocks throughout the school day, including cleaning of the facilities and replenishing sundries.

GRADE: Scale 1

HOURS: 30 hours per week (8.30 am to 3 pm Monday to Friday)

WEEKS: 39 weeks (term time)

**MAIN DUTIES**:

1. To supervise the use of the W/C’s by pupils throughout the day
2. To maintain a record of pupil use outside of break / lunch times
3. To undertake periodic checks of each cubicle throughout the day
4. To undertake periodic cleaning of each cubicle throughout the day
5. To ensure that the lobby and surrounding area are clean at all times (including litter picking the area as / when required) and focusing on the toilets, lobby and surrounding area after the break / lunch period ends
6. To report any defects or damage to the Site Manager and support in both making the environment safe and identifying responsible parties
7. To carry out, as necessary the replacement of roller towels, renewing supply of toilet rolls, soap dispensers and replacement of bin liners.
8. In emergency situations to assist with the clearing of snow and ice from paths and entries.
9. To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pic-ups and in health and safety and the use of cleaning chemicals.
10. All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
11. To participate in the performance and development review process taking personal responsibility for identification of learning, development and training opportunities
12. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
13. To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of any Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Signed (postholder)**

**Signed (line manager)**

**DATE:**