



Cleaner

Job Description

Job Title
Cleaner
Salary
Grade 15
Hours
7.5 hours per week, term time plus two weeks (40 working weeks)
Responsible to
Executive Headteacher

Job Purpose
The main purpose of the role is to: ensure the school is cleaned to the appropriate specification as directed by the school and adhering to Health and Safety requirements, in order to ensure a safe environment suitable for the education of children.

Main responsibilities and duties
The duties and responsibilities listed below are indicative of the tasks the Cleaner will perform, and are not intended to be an exhaustive list. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. Under the direction of the Headteacher, the postholder will: - Empty waste bins and dispose of collection bag. - Wash, clean and polish floors using the appropriate machine and cleaning agent. - Wet wiping desks and surrounds. - Clean and polish glass surfaces i.e. windows and internal glazing. - Undertake a deep clean during holiday periods, which will include scrubbing, and polishing floors, washing walls, and cleaning furniture and fixtures. - Operate a safe working environment for people still in the building (display appropriate safety signs). - Observe the requirement of H&S / COSHH at all times and undertake relevant training as necessary. - Maintain the cleaning storage area in a clean tidy safe condition. - Report faults in equipment to the Office Manager as soon as possible. - Carry out any other cleaning duties that school might require - Be responsible for the Health and Safety of self and others. - Uphold the principles of safeguarding and promoting the welfare of children and be

aware that safeguarding is everyone's responsibility

- Co-operate with the School on all issues to do with health, safety and welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc.
- Undertake all mandatory and relevant training.

RESPONSIBILITY FOR PHYSICAL RESOURCES

- Safe use and storage, health and safety checks and emptying of electrical cleaning equipment.
- Safe use and storage of cleaning fluids; Notify supervisor when stocks are running low.

REPORTING AND MANAGEMENT

- Responsible to the Headteacher in all matters
- The postholder will work within the agreed cleaning schedule determined by the Headteacher.

PHYSICAL EFFORT AND WORKING CONDITIONS

- Cleaning, by nature, involves physical work with staff moving around the school site using a range of equipment. Continuously on feet, physical work cleaning using potentially hazardous cleaning agents At times working in wet / sanitary areas where unpleasant odours and soilage may be present. Cleaners are required to clean using cleaning agents within Health and Safety guidelines.
- Staff will be required to use larger equipment i.e., polishers, scrubbing machines, carpet shampooer and/or wet vacs and will operate a range of cleaning machines up to a possible value of £2,500 or above. There will be movement and carrying of some equipment, e.g. buckets, although heavy equipment is usually stored in the area to be cleaned
- Holiday cleaning requires a greater degree of physical effort i.e., washing & scrubbing walls, furniture, windows, and may involve removal of furniture from classrooms in order to scrub, strip and polish floors, in line with manual handling guidance.
- Cleaning of toilets and other hygiene areas including use of wet vacs.
- Variety of rooms cleaned including offices, classrooms, toilets, Cloakrooms. Cloakrooms/toilets require a more thorough hygiene clean. Areas where students may eat packed lunches or undertake Art/Crafts/Cooking within general classrooms may have an impact on the cleaning required.

Problem Solving and Creativity:

- Work to strict deadlines within well-known routines
- Under the guidance of your line manager, consider priorities within the daily / weekly routines taking account of the conditions found on the day.
- Be flexible within work routines to ensure that the highest quality of cleaning is achieved and maintained

Decision Making:

- Make informed decisions on which areas to clean when based on the room usage in a busy school each day

Contacts And Relationships

Students, staff and public may be around during working hours. Daily contact with Headteacher/Office Manager to receive instructions and/or discuss the work required.

Knowledge, Skills And Experience

- Previous cleaning experience desirable.
- Ability to act upon instructions given and to work in a safe manner complying with current Health and Safety regulations.

Holiday Working

There are 15 hours of holiday cleaning which involves a 'deeper' clean of the school to be worked during the school holidays and will be worked as liaison with the Headteacher. Any other hours worked to support additional requirements may be on a claim basis.

Support for the School

- Comply with and follow the school's safeguarding and child protection procedures,
- Undertake and attend staff training sessions including the annual INSET training and safeguarding training in-line with the school's training programme.
- Report any concerns to a member of the DSL team immediately and then in writing using the 'My Concern' programme
- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
- Comply with school's health and safety policy and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work.

Special notes of conditions

- Take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
- Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.
- Comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.
- The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Other

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

The Trust operates a non-smoking policy across All Trust sites.

Cleaner

Person Specification

Category	Essential	Desirable
Qualifications	• Basic level of education • Willingness to participate in staff training/development programme for further training and professional development	• Health and Safety training (full training will be provided)
Knowledge, skills and experience	• Ability to work as part of a team • Good interpersonal skills • Ability to work and communicate with young people • Ability to accept and follow instructions • Ability to work unsupervised and to a schedule • Ability to work in a way that promotes the safety and wellbeing of children and young people • Awareness of the H&S requirements of the job including COSHH • Awareness of Manual Handling procedures	• Ability to use industrial cleaning equipment
Interpersonal and communication skills	• Positive, can-do attitude • High level of self-motivation • Energy and stamina • Cheerful outlook • Flexible approach in relation to work	
Additional requirements	• A commitment to safeguarding and promoting the welfare of children and young people • Eligibility to work in the UK • Comply with safer recruitment checks and Disclosure and Barring Service clearance • Two professional references • Shortlisted candidates may be subject to online searches.	