

JOB DESCRIPTION

Job Title	Cleaner
Grade/Point	Grade 2
Directly Responsible to	Site Manager
Accountable to	The Headteacher, Governing Board

JOB PURPOSE

This is a physically demanding role to include cleaning of the premises (including toilets, classrooms, office etc) furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting and emptying of litter bins together with the operation of powered equipment where necessary to ensure that recognised standards are maintained.

The post holder is expected undertake the cleaning of designated areas to a high standard throughout the school. To ensure a safe, clean and hygienic school environment.

KEY RESPONSIBILITIES

Role Accountability	End result
Key Responsibilities	<ul style="list-style-type: none"> • Undertake all cleaning tasks in compliance with the Health & Safety at Work Act and other nationally/locally agreed Codes of Practice. • Carry out cleaning to leave the school clean, safe and tidy. • Clean all surfaces, fixtures and fittings, to a height no greater than body height plus an arms extension from floor level during periods of cleaning maintenance programmes. • Dust, polish, mop, Hoover and clean surfaces using appropriate cleaning equipment and resources. • Clean toilets, changing rooms and other changing areas, ensuring they are kept hygienic. • Able to follow cleaning guidelines as instructed down by the Site Manager. Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, for washing pads, dusters, mops and cloths issued to them. • Spot clean walls and paintwork around school. • Ensure low level internal glass in doors and mirrors are cleaned and left smear free. • Clean equipment after use. • Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification of the school. • Collect and bag up waste and debris throughout the school into refuse sacks. • Clean and maintain waste bins. • Refilling toilet paper holders and soap dispensers as and when required. • To clean toilets, urinals, hand basins and sinks. • Responsible for ensuring that cleaning equipment/resources used in the course of the duties are left clean and tidy condition. • To provide cover in the short term absence of another member of the team. • Together with your line manager to be responsible for identifying your training needs as to comply with Health & Safety regulations, and be willing to undertake training. • It will not be possible to have employee's children/grandchildren to be on site during working hours. • Report any problems or incidents encountered in work situations • Undertaking such other duties as may be necessary to ensure the successful running of the school as required by the School Manager, Headteacher / Deputy or designated nominee.

CLEANER PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> Good general education with some practical skills 	First Aid Trained	Application form References
Experience	<ul style="list-style-type: none"> Current experience of working in a school or education environment Able to relate well to children and adults Experience of cleaning and housekeeping using a wide range of equipment. Experience as working as part of a team Good verbal communication skills Able to lift and move equipment 	Knowledge of Health & Safety requirements – (Health & Safety qualification)	Application Form Interview References
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Readiness to support the aims and the ethos of the school Be polite, responsible and honest Interest in supporting staff and pupils by providing efficient service Commitment and reliability Highly motivated and able to work individually as well as part of a team Flexible working attitude Ability to gain respect of staff and pupils Be physically fit and able to undertake manual handling tasks routinely Shows attention to detail Commitment to maintaining further professional development 	<p>Experience of adapting to working in a new environment</p> <p>Ability to priorities tasks effectively and meet deadlines</p> <p>Adaptable and versatile approach</p>	Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> Ability to be self-motivated, energetic having resilience and determination. Shows initiative and have organisational skills with an ability to prioritise and time management Ability to work under pressure and adapt to working in a new environment Commitment to equality of opportunity and inclusion based on a respect for all children. Commitment to safeguarding A flexible and adaptable approach to working hours and the range of duties this role can involve To have a sense of humour Good communication skills To able to deal with stressful and emotional demands of the post 	<p>Interests other than education</p> <p>Leisure/Hobbies</p> <p>Good personal presentation</p> <p>Enthusiasm and good sense of humour</p>	Interview References Application Form DBS

	<ul style="list-style-type: none"> • Clean an agreed area of the school and additional cleaning tasks during the school holidays, and after sickness or injury. • Report faulty equipment and other maintenance requirements to appropriate person (Site Manager/Headteacher). • Maintain the security of the school premises by securing exits/entrances as appropriate and reporting security breaches. • Ensure lights and other equipment are switched off as appropriate. • To attend training courses as considered necessary by the Headteacher.
Standards and Quality Assurance	<p>The Post Holder will:</p> <ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the school and children’s centre and take pride in the site • Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard assets, financial probity and the reputation of Bantock Primary. • Comply with and assist in the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality, equal opportunity and data protection, reporting all concerns to an appropriate person • Ensure that they keep informed of developments in school by reading the newsletter, the noticeboard, staff handbook, policies and curriculum documentation. • Develop constructive relationships and communicate with other agencies/professionals • Undertake a systematic review of their own practice, in relation to performance management and professional development, to ensure that the necessary skills, knowledge and understanding are kept updated. • Share expertise, skills and liaise with others • Participate in training and other learning activities and performance development as required • Be skilled users of ICT and keep their ICT skills up-to-date. • Access the school learning platform. • Understand the importance of teamwork and team-building techniques that enable teams to perform effectively. • Set a good example in terms of dress, punctuality and attendance by following the school code of conduct • Attend and participate in staff training and team and meetings where appropriate • Make a contribution to the wider life of school. • Appreciate and support the role of other professionals
Equal Opportunities	<p>Implement the Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council’s service. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.</p>
Health and Safety	<p>Work in compliance with the School’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school. Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.</p>
Data Protection	<p>It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the GDPR 2018 for the security, accuracy, and significance of personal data held on such systems.</p>

The post holder is expected to undertake, within the Conditions referred to above and they do not include or imply any voluntary duties. This job description will be reviewed annually during the Autumn Term (or at any other more appropriate time). It is open to revision following discussion should the needs of either the school or the teacher changes to such an extent that the job description is no longer appropriate.

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Cleaners Signature		Date	
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Headteacher Signature		Date	
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