

Cleaner – Scale 1 Point 2 (52.14 weeks per year)

Hours: 10 or 20 hours per week

Shift Options:

- **AM shifts between 6:00am to 8:00am (Monday to Friday)**
- **And/Or**
- **PM shifts between 4:00pm to 6:00pm (Monday to Friday)**

(Note: Shift patterns will be agreed upon appointment. Specific locking and securing duties apply to PM and combined shifts).

Purpose of role

A Cleaner is part of the school's site service support staff team responsible for ensuring that the designated allocated areas of the school premises are cleaned, sanitised and safe for use. Working under the guidance of the Cleaning Supervisor and Premises Manager, you will maintain the school's high expectations and health and safety regulations to deliver the best possible environment for our students, staff, and visitors.

The nature and intensity of the work required varies with the season and whether the school is in session or not. During school closures and holidays, the team carries out programmes of special deep cleaning, and all cleaners are expected to contribute to these programmes.

General duties and responsibilities

- To carry out high standards of cleaning duties as directed by the Cleaning Supervisor, Site Supervisors, or Premises Manager.
- To sweep, dust control sweep, spot mop and thoroughly mop all hard floor surfaces as directed.
- To spot vacuum and thoroughly vacuum all carpeted floors, upholstered furniture and other designated areas.
- To dust, control dust, and wash all furniture, equipment, fixtures, fittings, surfaces, pipes and skirting boards up to hand height. High-level dusting is to be carried out as required using high dust control extending frames in line with the working at heights policy.
- To clean and remove body fluids using safe handling procedures.
- To refill and replace relevant consumables, including toilet tissue and hand towels.
- To polish furniture and clean telephones, including mouthpieces, as directed.
- To empty, replace, and clean wastepaper bins, removing rubbish to designated collection points. This includes separating paper and craft waste to comply with re-use and recycling processes.
- To clean designated sanitary areas, including all toilets, urinals, sinks, basins, showers, baths, and associated fixtures and fittings.
- To carry out floor maintenance duties using the procedures, machinery, equipment, and materials provided. These duties include spray cleaning, machine buffing, stripping/re-polishing floors using water-based polishes, machine scrubbing, hand stripping, maintaining unsealed wooden floors, and carpet cleaning.
- To regularly remove finger scuff marks and splashes from internal glass doors, kick plates, walls, and paintwork, thoroughly cleaning these items as required.
- To wash walls, tiles, and ceilings above hand height from floor level using the equipment supplied.
- To remove graffiti and chewing gum using laid-down procedures.
- To thoroughly clean venetian and vertical blinds from floor level using methods and equipment as directed.
- To maintain a high standard of cleanliness and good condition for all machinery and equipment used, reporting any faults to the Site Supervisors.
- To be aware of fire prevention and drill procedures.
- To lock doors, close windows, and return keys to the designated place as required by your specific shift pattern (primarily applicable to evening and full-time shifts).

- To maintain building security, client confidentiality and appropriate energy conservation within your designated cleaning areas.
- To work flexibly according to the needs of the service, which may include evening work for PM staff, covering team absences, or assisting with emergency site access if reasonably available.
- To work collaboratively with colleagues, participate in the school performance management system and complete school-based induction and subsequent training.
- To understand and comply with the Council's Health and Safety Policy, ensuring all work meets the requirements of the Health and Safety at Work Act.

Other Responsibilities

- To ensure the school fully reflects its ethos, aims, and policies, particularly those relating to equal opportunities and racial equality.
- To implement all school policies, procedures, and relevant practices, in particular those relating to the Health & Safety of staff, pupils, and visitors, as well as General Data Protection Regulations (GDPR).
- To comply with policies and procedures relating to child protection, welfare, security, confidentiality, data protection, and to report any concerns to the appropriate person.
- To work in accordance with the values, culture, ethos, equalities, and inclusion policies of the school, proactively promoting anti-racist, anti-sexist, and anti-discriminatory behaviours.

Reporting to: Cleaning Supervisor

Responsible for: n/a

Person specification: Cleaner

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications			
1.	Good literacy skills – able to read and understand instructions	E	A
2.	Good numeracy skills – able to deal with simple calculations and timesheets	E	A
3.	Has successful experience of working in a secondary school context	D	A/I/R
Professional experience and practice			
4.	Knowledge of cleaning machines and materials	D	A/I/R
5.	Reflective and collaborative practitioner	E	A/I/R
6.	Training and willingness to undertake training in cleaning procedures/machines	E	A/I/R
7.	Demonstrate an understanding and proactive approach to safeguarding equal opportunities, health and safety and other policies and practices	E	A/I/R
8.	Act upon advice and feedback and demonstrate ability to coach and mentor	E	A/I/R
Ability and Skills			
9.	Demonstrate ability to work well in collaboration with others	E	A/I/R
10.	Capable of lifting/carrying goods and furniture with assistance where necessary	E	A/I/R
11.	Communicate effectively with children, colleagues, stakeholders etc.	E	A/I/R
12.	Effective time management and organisation skills	E	A/I/R
13.	High standards of personal and professional conduct	E	A/I/R
Personal Attributes			
14.	Personal impact and presence	E	A/I/R
15.	Adaptability to changing circumstances and new ideas	E	A/I/R
16.	Vigour and perseverance	E	A/I/R
17.	Enthusiasm, resilience, reliability and integrity	E	A/I/R
Leytonstone School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.			