

## Job Description for Cleaner

### Band 1

#### Job Purpose

Working as part of a team, carry out routine and deep cleaning tasks, such as sweeping, mopping, dusting, vacuuming, emptying and relining receptacles, waste management, and sanitising various environments such as offices, classrooms, corridors and communal spaces.

The post holder will work the hours to be agreed with the Headteacher.

#### Line Management

Responsible to: Headteacher

Responsible for: None

#### Specific Responsibilities – Tasks and Resource Management

1. Work with others as part of a team.
2. Work with the RPO or Site manager to ensure that the correct quantity of cleaning supplies is ordered in good time.
3. Dusting, sweeping, vacuuming and mopping surfaces in the work area including in classrooms, bathrooms, toilets, kitchens, storerooms and communal spaces.
4. Using cleaning machinery such as a carpet cleaner, floor scrubber, buffer, wet pick-up etc.
5. Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
6. Clean the internal surfaces of windows.
7. Clean and sanitise desks, chairs, and door handles when required.
8. Washing cleaning consumables including cloths, dusters, and mop heads.
9. Emptying and relining waste and recycling receptacles and transporting to any waste to a central collection point.
10. Carrying out minor maintenance tasks such as unclogging sinks and unblocking toilets.



### Specific Responsibilities – Security

1. Report all security breaches, or potential breaches to the RPO or Site manager.
2. Ensure that doors, gates, windows and access ways are closed and locked when required.
3. Ensure that cleaning stores are locked with not in use.
4. Operate the intruder alarm system, as required.
5. Ensure that keys and access fobs etc. are kept secure at all times.
6. Keep children safe at all times.

### Health and Safety/Risk Management

1. Work with the RPO or Site manager to ensure that working practices are safe and that risk assessments are adhered to.
2. Carry out the weekly 2-minute flushing of taps and toilets, when required to do so.
3. Ensure that only the cleaning chemicals and materials supplied by the school are used in the school.
4. Keep chemicals and solutions locked away when not in use.
5. Follow training and ensure that cleaning chemical safety assessments are followed at all times, including the use of PPE (gloves, goggles, apron etc.) when required.
6. Ensure that the mopping of floors is managed to minimise slip hazards through timing and suitable warnings to others building users.
7. Take care of their own safety and that of other building users.

### Skills and Abilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

1. Effectively clean the school in line with the cleaning specification.
2. Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
3. Learn new skills and expand current skills and pass on knowledge and techniques to others.
4. Demonstrate good general interpersonal and communication skills.
5. Deal with conflicting demands and work flexibly.



## Whole Academy Responsibilities

1. Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
2. Support the catholic ethos of the Academy.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
4. Be aware of and support difference and ensure equal opportunities for all.
5. Contribute to the overall aims of the Academy.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance development as required.
9. Recognise own strengths and areas of expertise and use these to advise and support others.

## General

To work in collaboration with the Trust and other Academies, sharing good practice and supporting others during times of absence and/or heavy workload.

- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.
- The duties and responsibilities of the post will evolve with the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



## PERSON SPECIFICATION

The following are essential requirements for the job.

	Essential Requirement	Evidence
Experience	General practical skills and/or maintenance experience	Application Form Interview
Skills & Abilities	<ul style="list-style-type: none"> <li>Can fulfil the requirements of the post detailed above.</li> <li>Must have a flexible approach to working hours.</li> <li>Ability to work as part of a team.</li> <li>Ability to work in accordance with the school's health and safety policies and the code of safe working.</li> <li>Ability to work to deadlines.</li> <li>Ability to work on own initiative.</li> <li>Ability to lift and carry items.</li> <li>Ability to communicate well.</li> <li>Ability to respond calmly to emergencies.</li> <li>Ability to work alone</li> </ul>	Application Form Interview
Knowledge	<ul style="list-style-type: none"> <li>Basic understanding of health and safety</li> </ul>	Application Form Interview
Education & Qualifications	<ul style="list-style-type: none"> <li>Have completed secondary education to be literate and numerate.</li> <li>Willingness to undertake induction training.</li> <li>Willingness to participate in ongoing training</li> </ul>	Application Form Interview
Work Circumstances	<ul style="list-style-type: none"> <li>Must have a flexible approach to working hours, especially and covering holidays and sickness during weekdays when required</li> </ul>	Application Form Interview

The following are desirable, but not essential, requirements that would be useful for the job.

	Desirable Requirements	Evidence
Experience	<ul style="list-style-type: none"> <li>Cleaner in a school or similar environment</li> </ul>	Application Form Interview
Skills & Abilities		Application Form Interview



<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Working knowledge of health and safety procedures and regulations, e.g., COSHH, cross contamination</li> <li>Knowledge of moving and handling procedures</li> <li>Knowledge of cleaning procedures required to meet specified standards.</li> <li>Willingness to learn to use specialist equipment</li> </ul>	Application Form Interview
<b>Education &amp;Qualifications</b>	NVQ 1 and 2 in Cleaning and Support Services or equivalent First aid certificate	Application Form

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

