

## Bramingham Primary School

Freeman Avenue, Luton, Bedfordshire LU3 4BL

**T** 01582 617500

**E** office@bramingham.net

**W** www.bramingham.net

EVERY individual, EVERY achievement and EVERY moment matters



### JOB DESCRIPTION

**TITLE:** Cleaning Operative  
**SCHOOL:** Bramingham Primary School  
**RESPONSIBLE TO:** Premises & Network Manager  
**GRADE:** L1A

#### PURPOSE OF POST:

To maintain a specified standard of cleanliness in the school premises.

#### ORGANISATION CHART:



#### PRINCIPAL RESPONSIBILITIES:

	<u>%</u>
1. Carry out a range of cleaning operations to prescribed standards as instructed by the Site Agent/Premises Manager or other authorised persons.	80
2. Use professional cleaning materials and industrial machinery in a safe and economical manner and wear appropriate protective clothing as supplied.	10
3. Clear and remove rubbish and other items from areas within the cleaning contract.	2
4. Report to the line supervisor, or authorised deputy, issues that are likely to affect the work of a cleaning operative.	3
5. Ensure that hand tools and equipment are in good working condition and that storage lockers and cupboards of Cleaning Operatives are clean and tidy.	2
6. Ensure the security of areas at the completion of cleaning duties.	3

**Miss P Sutton** CO-HEADTEACHER *Assessment & Maths Coordinator*

**Mrs S Bains** CO-HEADTEACHER *Special Educational Needs Coordinator (SENCO)*

To contact either Headteacher please email [headteacher@bramingham.net](mailto:headteacher@bramingham.net)



Values-based Education  
VbE Quality Mark



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### DIMENSIONS:

Staffing: None

Finance: None

Physical Resources: Cleaning equipment, protective clothing, industrial chemicals.

### CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Cleaning operatives work as part of this team in cleaning a variety of buildings within the school. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of fixtures and fittings and stripping and resealing of designated surfaces using, where appropriate, the necessary powered equipment, cleaning agents and chemicals (for which appropriate training will be given). Work may require the removal of heavy obstructions including rubbish and furniture, the cleaning of heavily soiled areas and the removal of obnoxious substances and materials (body fluids and other organic substances, and sanitary items) for which special equipment and clothing is provided.

### Physical Effort:

Duties will require the use of physical effort on a daily basis:

- lifting Mop Bucket to fill and empty,
- use of a vacuum cleaner, with some stair work involved,
- occasional bending, stretching and awkward positions required bi annually during periods of Deep Cleaning.
- rotary and other cleaning machines will be used on a minimum of a weekly basis.

### Working Environment:

Condition may be dusty and warm.

Sanitary Areas which are open for public use could suffer from user misuse and this can lead to unpleasant conditions.

Physical contact with unpleasant substances. E.g. Body Fluids, Faeces.

### Disclosure of Convictions

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates invited to interview will be required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are shortlisted.

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You may be asked for further information about your criminal history during the recruitment process.

For posts working with children, young people or vulnerable adults, a criminal record check is requested. This check will be cross referenced against the Adults and Children's Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

Offers of employment will be subject to the receipt of satisfactory checks which will include a check with the Disclosure & Barring Service (DBS). Note, it is an offence to apply, offer or accept any work with children (paid or unpaid) if disqualified from working with children.

The information provided will be confidential and not passed onto unauthorised persons or organisations. However, we are under a duty to protect public funds, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### Disclosure & Barring Service (DBS)

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

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### Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>			Experience of industrial/public cleaning services.	1,2
			Experience of working in a school environment.	1,2
<b>Skills/Abilities</b>	Able to read or follow instructions on the use of cleaning materials	1,2,	Able to use industrial cleaning machinery, ie, Wrangler Scrubbers/Buffers/Polishers	1,2
	Able to attain a consistent specified standard of cleaning.	1, 2,5		
	Able to organise own time to meet individual work schedules.	1,2		
	Able to work positively as a member of a team.	1,2		
<b>Competencies</b>	Able to form appropriate relationships with young people	1,2		
<b>Equality Issues</b>	Have some understanding of the effects of discrimination on providing services and on the people you are working with.	1,2		
<b>Specialist Knowledge</b>			BICSc Cleaning Operatives Proficiency Certificate in 40+ Tasks	4

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<b>Education and Training</b>	Willing to be trained in cleaning tasks as required.	1,2		
<b>Other Requirements</b>	Able to lift and carry heaving cleaning equipment, furniture, rubbish. Wear personal protective equipment as supplied.	1,2 1,2 1,2		

( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

We will consider any reasonable adjustments under the terms of the Equality Duty Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline

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*'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'*

*'CVs will not be accepted for any posts based in schools.'*

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