

The Westgate School

Job Description – Cleaning Operative

Responsible to: Site Manager (daily reporting to the Team Leader)

Main purpose of the job

To provide and maintain a clean, hygienic and safe working environment for the school.

Main job functions. The post holder will effectively:

Working as part of a team with a designated area (not all areas include all of the following). Key responsibilities and duties are:

- Keep the designated cleaning area clean and tidy at all times and cleaning materials safely stored
- Empty bins, wipe clean surfaces, remove scuff marks, clean floors using a vacuum or mop where appropriate, clean mirrors and windows
- Maintain fresh, clean and hygienic environments
 - Be familiar with the required standards of care and regulations governing the job
 - Report anything in need of repair or replacement to the Site Manager/Team Leader
 - Be prepared to receive and undertake training as required and recommended by the Site Manager/Team Leader
 - To wear the uniform provided and maintain polite and good communication with colleagues, pupils and visitors to the school
 - Periodic cleaning, including skirting boards, pipes and window ledges may be required as directed by the Site Manager/Team Leader
 - Any other duties that would reasonably be expected of the postholder
 - The duties undertaken are likely to vary between term time and holiday time and the postholder may be required to work in any part of the building
 - Hours and salary are confirmed through the contract.
 - Ensure that the health and safety of all students and staff is promoted consistently and maintained to a high standard at all times in accordance with the school's relevant policies and procedures
 - Attend training and meetings as necessary
 - Inspect, clean and restock staff and pupil toilet areas
 - Inspect, clean and restock the staffroom area
 - Report any damage or shortages to the Site Manager

Hours of work, 20 hours per week, term time plus 1 week

Confidentiality
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
Data Protection
During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.
Safeguarding Children
In accordance with the commitment of The Westgate School to follow and adhere to the Department for Children, Schools and Families guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007). It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory CRB clearance is required for this post.