

JOB DESCRIPTION

POST:	Cleaner
GRADE:	Grade 2 pts 2-3
WEEKS:	52 Weeks

It is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

JOB PURPOSE

As part of a team of cleaners, to clean designated areas of the school and the Chamwell Centre, according to the standard procedures and cleaning schedules.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Cleaning Supervisor:-

- to be responsible for ensuring the cleanliness of your designated area which includes daily:
 - wiping surfaces (using only approved cleaning products)
 - sweeping and mopping floors
 - vacuuming carpeted areas
 - cleaning ceiling vents
 - cleaning and scrubbing toilet and shower areas
 - washing and cleaning mirrors, walls etc
 - emptying and washing bins
- to use cleaning agents appropriately and to ensure that they are used safely and stored according to instructions
- to replenish supplies e.g. soap, paper towels, toilet rolls
- to report cleaning supply requirements and stock levels to the Cleaning Supervisor
- to carry out heavy cleaning tasks and special projects as required e.g. deep cleaning
- to form good working relationships with the team
- to support other members of the team to meet standards and school objectives
- to report any Health & Safety issues to the Cleaning Supervisor immediately
- to ensure that all waste material is properly and safely disposed of
- to follow all Health and Safety regulations
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and to report concerns to the appropriate person

GENERAL

- to represent the school at all times in a professional, positive and helpful way
- to maintain confidentiality to sensitive and private information which the post holder
- may have access to in compliance with GDPR regulations
- to attend appropriate training courses as required
- to participate in the Appraisal/Personal Development Review process
- to attend meetings as required

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Cleaning Supervisor / Assistant Estates Manager

PRINCIPAL CONTACTS

Staff, Pupils, Parents, and other professional groups

SPECIAL CONDITIONS

- Detailed procedures are described in the school's Cleaning Schedules.
- This post requires physical fitness to meet work requirements which includes lifting and moving of equipment.
- Cleaners may be required to work in any part of the establishment and may at times be asked to reduce work in one area to help cover essential work in another, for example if a colleague is absent.
- This post is all year round.
- The post-holder will be expected to take holidays when the school is not in session
- Occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION
Cleaner

Criteria	Essential	Desirable
Qualifications & experience		<ul style="list-style-type: none"> • previous cleaning experience • previous experience of working school setting
Knowledge & skills	<ul style="list-style-type: none"> • attention to detail • ability to clean to a high standard, following school guidelines • ability to follow instructions • ability to work independently • ability to work as a team member 	<ul style="list-style-type: none"> • knowledge of cleaning chemicals and supplies • ability to identify with the Trust's values & principles • demonstrate a commitment to the wider work of the Trust
Personal qualities	<ul style="list-style-type: none"> • Reliable • ability to respond positively and sensitively to pupils and staff • ability to form good working relationships • commitment to maintaining confidentiality at all times • commitment to safeguarding pupils' wellbeing and equality • willingness to undertake relevant training as required. 	
Physical requirements	<ul style="list-style-type: none"> • good level of general health 	<ul style="list-style-type: none"> • ability to 'move and handle' equipment as required under 'Moving & Handling' legislation
Special conditions	<ul style="list-style-type: none"> • enhanced DBS clearance • satisfactory medical clearance • cleaners must use safe working practices at all times, and report any Health & Safety issues immediately to the Cleaning Supervisor 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car