



Job Description

Job Title:	Cleaner/Keyholder
Grade:	Grade 3 – Points 3 and 4
Responsible To:	Premises Officer
Responsible For:	n/a
Key Relationships/ Liaison with:	Headteacher and school SLT, Head of Estates and Admissions, Office manager
Job Purpose:	<p>To ensure that a high level of cleanliness is maintained throughout the School on a daily basis.</p> <p>To ensure that the premises is secure and/or alarmed upon leaving the establishment.</p>

Main Duties and Responsibilities

- To carry out cleaning duties as required, including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
- Use electrical and mechanical equipment, floor polishers, etc when necessary and after appropriate training.
- Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should NEVER be mixed with other chemicals).
- To be responsible for the care of all cleaning equipment and materials assigned to them.
- To be aware of their responsibilities for the Health & Safety of themselves and others.
- Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn, e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.
- To be responsible upon leaving the premises to ensure windows and doors are closed and locked and the building secure ensuring that security systems are activated as necessary.
- Report to the designated person, any defects seen likely to affect security, i.e. broken windows, window catches.

Special Factors

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**
- (c) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (d) (c) Expenses will be paid in accordance with the Local Conditions of Service.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

DSAT is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Job Title:	Cleaner/Keyholder		
Grade:	3		
	Essential	Desirable	How assessed
<u>Qualifications</u>	N/A		App/Doc
<u>Experience</u> Experience of cleaning activities and work schedules in establishments.	✓		App/Ref
<u>Knowledge</u> Good knowledge of cleaning techniques, materials and chemicals. Awareness of Health and Safety legislation, policy and good working practices relating to the role of the cleaner.	✓ ✓		App/Ref/Int App/Ref
<u>Skills/Attributes</u> Flexible, able to meet deadlines and prioritise situations as they arise. Ability to undertake general cleaning duties. Ability to follow and understand instruction and relevant procedures An empathy with and understanding of children Capable of working on own initiative	✓ ✓ ✓ ✓ ✓		App/Ref App/Ref App/Ref App/Ref App/Ref
<u>General Circumstances</u> Attendance - evidence of regular attendance at work An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓ ✓		App/Ref/ Med App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)