



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>DEPARTMENT:</b>	Otterham Primary School
<b>JOB TITLE:</b>	Part time Cleaner
<b>SALARY:</b>	£12.65 per hour
<b>HOURS:</b>	15 hours per week, 41 weeks per year (Term Time + 3 weeks in the Summer)
<b>START DATE:</b>	As soon as possible
<b>RESPONSIBLE TO:</b>	Director of Operations, Caretaking Team/Cleaning Manager/ Cleaner in Charge
<b>SUPERVISORY RESPONSIBILITY:</b>	None

### IMPORTANT FUNCTIONAL

#### RELATIONSHIPS:

**Internal:** Director of Operations, Headteacher, School Senior Management Team, Staff, Pupils, Governors.

**External:** Parents, Maintenance contractors, suppliers of goods and services, visitors to the school.

#### MAIN PURPOSE OF JOB:

As a member of a team of cleaners or as a lone worker, to undertake cleaning of the school buildings and facilities in order to maintain a high standard of cleanliness, hygiene and security of the School buildings and grounds at all times. To provide cover at other schools within Westcountry Schools Trust Cornish Cluster when required.

#### MAIN DUTIES AND RESPONSIBILITIES

- To act as joint keyholder for the site, ensuring security at all times, including the operation of alarms.
- To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school.
- To operate cleaning machinery and other equipment appropriately and in a safe manner once trained.
- To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning carpets, light fittings, walls, venetian blinds, upholstery etc
- To prepare and clean rooms for meetings.

- To report to the Caretaker any major defects in building, equipment and security systems observed in the course of duties.
- To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
- To be aware of and adhere to applicable rules, regulations, legislation, procedures and national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- To be available to attend all schools within the trust to cover absence/sickness/leave on a short term and long term basis where required
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>		Previous experience of cleaning duties in a school environment.	Interview Application form
<b>Education and Training</b>		Good standard of literacy & numeracy.	Interview Application form
<b>Special Knowledge and Skills</b>	Good interpersonal skills.	Working knowledge of Health & Safety at Work Act and COSHH regulations	Interview Application form
<b>Any additional factors</b>	Physical fitness for undertaking cleaning tasks.  Able to work unsocial hours.  Ability to work on own initiative.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview Application form