



SOLIHULL

Job Description – School Cleaning Staff

Responsible to: School Marshal

Primary Responsibility: To clean specific areas of the school buildings as instructed and to a high standard.

Responsibilities:

The main responsibilities include:

- Cleaning specific areas of the school as advised by The School Marshal.
- Ensuring that those areas are cleaned to a high standard.
- Maintaining a clean and safe environment for staff, students and visitors.

General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.
- Undertake any other reasonable requests.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with The School Marshal.
- Annual Review.

Working Hours:

6 a.m. to 8 a.m. Monday to Friday.

Term time only.

Overtime as and when required.



SOLIHULL

Person Specification: Cleaner

	ESSENTIAL	DESIRABLE
Qualifications/Professional Bodies	No essential qualifications	Certificate in basic first aid
Experience	No previous experience essential	Previous House Keeping experience
Skills/Knowledge	Basic knowledge of appropriate cleaning equipment and materials and how to use them	- An understanding of basic health and safety procedures. - An awareness and understanding of safeguarding and welfare of children
Personal Attributes	- Commitment to safeguarding and promoting the welfare of children - Excellent time keeping and reliability - A keen eye for detail - Assertiveness - Excellent interpersonal skills - Keen interest in and support for the ethos and aims of Solihull School - Common sense - A flexible approach to working hours	