



JOB DESCRIPTION

Job Title:

Cleaner

Location:

Rockingham Primary School

Job Purpose:

General cleaning of school premises on an ad hoc basis when required.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Headteacher / Site Supervisor

Grade:

NJC 3

Hours:

10 hours per week (3.30pm to 5.30pm, Monday to Friday), 39 weeks per year (term time plus summer)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

KEY DUTIES AND RESPONSIBILITIES

- ★ To carry out daily cleaning in allocated areas as directed by the Site Supervisor or Headteacher
- ★ To keep designated areas clean and safe for pupils
- ★ To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.
- ★ To vacuum all carpeted areas and to wash or mop the floors of the cloakrooms and toilets in designated areas.
- ★ To sweep and mop spillages in corridors and social areas.
- ★ Remove litter from entrance areas, including mat wells as necessary.
- ★ To undertake regular cleaning of toilets, including dealing with minor acts of vandalism.
- ★ To undertake the daily stocking of toilets with soap, towels and paper, within areas of responsibility.
- ★ To clean telephones, computers, printers and associated equipment on a routine basis.
- ★ To clean whiteboards and noticeboards, if requested.
- ★ To ensure windows are closed and heaters turned off in classrooms
- ★ To ensure standards and procedures are adhered to.
- ★ To be aware of their responsibilities for Health & Safety of themselves and others.
- ★ To ensure that all tasks are undertaken comply with the requirements of the Health & Safety at Work Act and COSHH Regulations.
- ★ All other general cleaning duties undertaken.
- ★ To undertake any other duties as required by senior staff.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

EXPERIENCE

Essential

- ★ Able to communicate clearly, understand and follow instructions.
- ★ Ability to communicate with a wide range of people.
- ★ Experience of undertaking general cleaning duties.

KNOWLEDGE

Essential

- ★ Ability to carry out general cleaning duties as detailed in the Job Description.
- ★ Good knowledge of cleaning techniques, materials and chemicals.

SKILLS AND COMPETENCIES

Essential

- ★ Is punctual and reliable.
- ★ Ability to manage time effectively to complete tasks to a high level.
- ★ Ability to prioritise work.
- ★ Able to work with minimum supervision or as part of a team.
- ★ Ability to work both alone and within a team to achieve specified standards.
- ★ Be flexible to changing demands of the post.
- ★ Trustworthy, maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
- ★ Aware of Health and Safety and Safeguarding as appropriate to role
- ★ Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.