



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Part time Cleaner
<b>Location:</b>	Camelford Primary School, Camelford, Cornwall
<b>Grade/salary:</b>	Grade B - £12.65 per hour
<b>Hours:</b>	16 hours per week, term time only + 3 additional weeks to be worked in the school holidays
<b>Reports to:</b>	Cleaning Supervisor/Operations Manager/Headteacher
<b>Key relationships:</b>	<b>Internal:</b> Operations Manager, Headteacher, School Senior Leadership Team, Staff, Pupils, Governors. <b>External:</b> Parents, Maintenance contractors, suppliers of goods and services, visitors to the school.

### Job Purpose

The cleaner will support the effective operation of the trust and works to uphold and promote its vision and values.

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 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 undertake other duties appropriate to the grading of the post as required.

### **General**

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs)).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

## **WESTCOUNTRY SCHOOLS TRUST PERSON SPECIFICATION**

### **PART TIME CLEANER**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
	<b>D</b>	<b>X</b>	<b>X</b>
<b>EDUCATION &amp; TRAINING:</b>			
Good standard of literacy & numeracy	<b>D</b>	<b>X</b>	<b>X</b>
<b>EXPERIENCE:</b>			
Previous experience of cleaning duties in a school environment	<b>D</b>	<b>X</b>	<b>X</b>
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Good interpersonal skills	<b>E</b>	<b>X</b>	<b>X</b>
Working knowledge of Health & Safety at Work Act and COSHH regulations	<b>D</b>	<b>X</b>	<b>X</b>
<b>ANY ADDITIONAL FACTORS:</b>			
Physical fitness for undertaking cleaning tasks	<b>E</b>		<b>X</b>
Able to work unsocial hours	<b>E</b>		<b>X</b>
Ability to work on own initiative	<b>E</b>		<b>X</b>
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	<b>E</b>		<b>X</b>