

JOB DESCRIPTION

TITLE: Cleaning Operative

SCHOOL: **Wigmore Primary School**

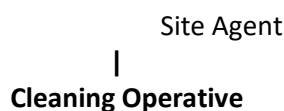
RESPONSIBLE TO: Site Agent

GRADE: L1A

PURPOSE OF POST:

To maintain a specified standard of cleanliness in the school premises.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

%

- | | |
|---|----|
| 1. Carry out a range of cleaning operations to prescribed standards as instructed by the Site Agent, School Business Manager or other authorised persons. | 80 |
| 2. Use professional cleaning materials and industrial machinery in a safe and economical manner and wear appropriate protective clothing as supplied. | 10 |
| 3. Clear and remove rubbish and other items from areas within the cleaning contract. | 2 |
| 4. Report to the line supervisor, or authorised deputy, issues that are likely to affect the work of a cleaning operative. | 3 |
| 5. Ensure that hand tools and equipment are in good working condition and that storage lockers and cupboards of Cleaning Operatives are clean and tidy. | 2 |
| 6. Ensure the security of areas at the completion of cleaning duties. | 3 |

DIMENSIONS:

Staffing: None

Finance: None

Physical Resources: Cleaning equipment, protective clothing, industrial chemicals.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. Cleaning operatives work as part of this team in cleaning a variety of buildings within

the school. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of fixtures and fittings and stripping and resealing of designated surfaces using, where appropriate, the necessary powered equipment, cleaning agents and chemicals (for which appropriate training will be given). Work may require the removal of heavy obstructions including rubbish and furniture, the cleaning of heavily soiled areas and the removal of obnoxious substances and materials (body fluids and other organic substances, and sanitary items) for which special equipment and clothing is provided.

Operatives will need to adopt a customer care approach in all dealings with the public including occasions where anti-social behaviour may be exhibited.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions as well as any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

Physical Effort:

Duties will require the use of physical effort on a daily basis:

- lifting Mop Bucket to fill and empty,
- use of a vacuum cleaner, with some stair work involved,
- occasional bending, stretching and awkward positions required during periods of deep cleaning.
- rotary and other cleaning machines will be used on a minimum of a weekly basis.

Working Environment:

- Conditions may be dusty and warm.
- Sanitary Areas could suffer from user misuse and this can lead to unpleasant conditions.
- Physical contact with unpleasant substances. E.g. Body Fluids, Faeces.

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CVs will not be accepted for any posts based in schools.