



Job Description for Cleaner

Hours of work:	10 Hours Per Week	Contracted weeks:	42-week contract, which will include 38 weeks term time plus 5 INSET days & 3 weeks for deep cleaning during school breaks
Supporting work/life balance:	Permanent		
Reporting to:	Cleaning Supervisor		
Pay Scale	ULSupportG3FAC1		
Salary:	FTE £25,284.00 Actual Salary £6,265.25	Employer pension contribution:	LGPS

Role Purpose:

In this role you will work under the direction/instruction of cleaning supervisor; to provide a clean and hygienic school environment which meets specified cleaning standards

Main Duties and Responsibilities

Cleaning

- Responsible for all basic cleaning in and around Cluster Schools
- Clean floors and rooms, including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and cleaning glass and windows
- Empty wastebins and replace bin liners
- Clean restrooms, cleaning and sanitising fixtures, cleaning mirrors, cleaning partition doors and walls, sweeping and mopping floor and cleaning toilets and urinals
- Monitor and maintain sanitation and organisation of assigned areas
- Assist other cleaners when needed
- Perform additional duties as needed
- Clean and maintain cleaning equipment after use
- Undertake special cleaning programs during school closure or other designated periods in compliance with the specification for the premises

General

- Ensure that appropriate cleaning and hygiene services are provided.
- Under Cleaning Lead direction/ guidance, follow with any implementation of revised cleaning schedules to meet the Oxford Cluster's needs.
- Under Cleaning Lead direction/ guidance, identify the need of new equipment and materials.
- Assist in all cleaning duties as required, particularly at times of cleaners' absence or at times when demand is greater.
- Daily check & refill all dispensers i.e. toilet roll, hand towel, hand soap & hand sanitiser.
- Carry out other relevant duties as may be reasonably assigned from time to time.
- To clear any body fluids as required
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate

Organisation and Supervisory

- Report any identified defects to the Cleaning Lead
- Create and maintain a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Liaise with Cleaning Lead/ Cleaning Supervisor & attend meetings as required





Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the schools within Oxford Cluster
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Ensure health and safety policies and procedures are complied with at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Appearance of Cluster Schools

- Cleaners will adhere to the routines established with the Cleaning Supervisor to ensure that the outward appearance of the Cluster Schools remains at a very high standard.
- To wear the uniform provided by Oxford Cluster at all times while at work

Health and Safety

- All cleaning staff will have knowledge of risk assessments in force that affect the way in which they conduct their duties. Many tasks carried out such as working at height, working with body fluids etc. are covered and staff will ensure they adhere to the routines.
- If any risk exists, it must be considered prior to the task being commenced.
- Cleaners are responsible to the Cleaning Supervisor for ensuring that the safety of the site is maintained

Security Duties

- Your shift patterns may be amended on special occasions such as Parents' Evenings to facilitate additional cleaning and lock down duties

Lone Working

- This post may involve elements of lone working and initiative is required to ensure good working practice.
- While risk assessments and procedures will be provided by the Cleaning Supervisor, all concerns must be raised in order that they may be resolved swiftly to the satisfaction of all parties.

Performance Management

- To participate fully in the trust's Performance Management process
- Attend relevant INSET training for your role

Knowledge, Skills and Experience

- Keep up to date with developments relating to your role.
- Review and maintain your own professional practice through agreed development activities.
- Ensure statutory requirements are met.
- Ensure a secure knowledge and understanding of all academy policies and procedures

Personnel

- Identify and support Continuing Professional Development (CPD) needs of others.
- Able to undertake physical elements of the role.
- Well organised, conscientious & reliable
- Flexible in their approach to planning their working day.
- Communicate effectively with all members of the team.
- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with Cleaning Supervisor as agreed



The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. While every effort has been made to outline the key duties and responsibilities of the post this document does not permit every item to be specified in detail. Broad headings have therefore been used and it is accepted that associated duties will also be included in the role.

This job description will be reviewed regularly as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact. We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

All applicants will be subject to a safer recruitment process, including disclosure of criminal records and other vetting checks; the interview will include questions about safeguarding and protecting children. References will be requested, and an online search will be completed for all shortlisted applicants who are invited to interview. On the day of interview all shortlisted applicants will be required to provide photographic ID and asked to complete a Self-disclosure form.

Name	
Signed	
Date	