

Job Description – Cleaner

Responsible to: School Business Manager/Site Manager/Senior Cleaner

Salary range: J Grade

Name:

Job Purpose: Fully contribute to site cleanliness ensuring all facilities are clean and available for use attaining high standards of cleaning and hygiene throughout the school environment.

Key Accountabilities:

Under the direction of the School Business Manager/ Site Manager/ Senior Cleaner:

Cleaning

- Assist with the cleanliness of all areas, such as classrooms, toilets, the sports hall, main hall and any other areas as directed.
- Use of equipment as necessary after training
- Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc
- Clean body fluid spillages using correct materials and Personal Protective Equipment (PPE).
- Clean all external areas ensuring all litter bins are regularly emptied and cleaned.
- Ensure all refuse is properly placed in the waste contractors bins at all times.
- Ensure that equipment is in a clean, safe & tidy condition.
- Carry out periodic deep cleaning such as light fittings after suitable training.
- Undertake general portage duties required for cleaning including the movement of furniture, equipment and storage of cleaning material

Security during cleaning

- Ensure that the grounds and building are secure and that trespassers are deterred.
- Ensure that all windows and doors are secured at the end of the day
- Ensure lights and other equipment are switched off as appropriate

Health and Safety

- Immediately report to line manager any hazards that have been discovered. Ensure that all works undertaken do not present a hazard to themselves or others.
- Ensure that all fire exits are clear
- Provide safe handling of cleaning materials
- In accordance with the provisions of the Health & Safety Act, take reasonable care for yourself and others who may be affected by your acts or omissions at work and co-operate with the school so far as is necessary to enable it to perform or comply within its duties under any statutory health and safety provisions.

Organisation

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults
- Operate everyday equipment in accordance with instructions
- 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 school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required

Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/ resources/ materials as set out in the instructions
- Undertake basic record keeping as directed
- Refill and replace consumables

Other duties

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.

Physical Effort

- At certain points of the day the postholder will be expected to undertake bending, lifting, rubbing, scrubbing and stretching in the course of their duties, e.g., cleaning (including high level cleaning), receiving deliveries of goods and equipment, setting out and putting away furniture.
- Due to the nature of cleaning, there will be an expectation that the postholder will be exposed to dirt and dust.



In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employee signature:

Print Name:

Date:

Line Manager Signature:

Print Name:

Date:

Cleaner – Person specification

Qualifications:	Essential	Desirable
A basic level of literacy and numeracy	✓	
Knowledge, understanding and experience:		
Previous experience of working with children, preferably in a school setting		✓
Understand the concept of positive behaviour management and how this can be applied in the Breakfast Club setting		✓
Understanding of relevant policies/ codes of practice	✓	
Basic understanding of child development and learning	✓	
Basic food hygiene knowledge and qualification or commitment to train	✓	
First aid qualification or commitment to train	✓	
Personal and Professional qualities:		
Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to maintain confidentiality at all times.		
Ability to work constructively as part of a team		
Ability to promote school when talking to parents, visitors, colleagues and members of the community		
Be able to maintain confidentiality at all times and prevent disclosure of confidential and/or sensitive information	✓	
A demonstrable commitment to supporting and promoting safeguarding, welfare, equality and diversity of all employees, pupils and volunteers	✓	