Striving For Excellence, Learning For Life

LEAGRAVE PRIMARY SCHOOL

JOB DESCRIPTION

POST: CLEANER

RESPONSIBLE TO : Headteacher / Business manager / Site Agent

GRADE; (£12.71 per hr)

PURPOSE OF POST: To maintain a specified standard of cleanliness in the school premises.

PRINCIPAL RESPONSIBILITIES:

1. Carry out a full range of cleaning operations to prescribed standards as instructed by the Site Agent or other authorised persons.
   Use professional cleaning materials and industrial machinery in a safe and economical manner and wear appropriate protective clothing as supplied.

2. Clear and remove rubbish and other items to designated areas.

3. Report to the line supervisor issues that are likely to affect the work of a cleaning operative,other staff or pupils, especially any health & safety issues.

4. Ensure that hand tools and equipment are in good working condition, reporting any defects.

5. Ensure the security of areas at the completion of cleaning duties.

6. Attend appropriate training in order to enhance professional development and contribute towards raising standards throughout school

7 Any other task as reasonably required to ensure the efficient management of school business

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.

DIMENSIONS:

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

Work Environment: Possibly dealing with vomit & bodily fluids.

Other: Safeguarding Children
DBS: Because of the nature of this job, it will be necessary for an Enhanced Disclosure and Barring Service (DBS – previously known as CRB) to be undertaken. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

"The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)

means that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution is disclosable can be found on the Ministry of Justice website.”

Disclosures are handled in accordance with the DBS Code of Practice

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.

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

PERSON SPECIFICATION
CLEANER

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Basic cleaning experience		Experience of industrial/public cleaning services. Experience of working in a school environment.	1,2 1,2
Skills/Abilities	Able to read or follow instructions on the use of cleaning materials Able to attain a consistent specified standard of cleaning. Able to organise own time to meet individual work schedules. Able to work positively as a member of a team.	1,2 1,2 1,2 1,2	Able to use industrial cleaning machinery, eg scrubbers/buffers/polishers	1,2
Competencies	Able to demonstrate appropriate motivation to work with young people. Able to form appropriate relationships with young people. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1, 2 1, 2 1, 2		

Equality Issues	Have some understanding of the effects of discrimination on providing services and on the people you are working with.	2,5 1,2		
Specialist Knowledge	Awareness of Health & Safety considerations including COSHH	1 2	BICSc Cleaning Operatives Proficiency Certificate in 40+ Tasks	1 2 4
Education and Training	Willing to be trained in cleaning tasks as required.	1, 2		
Other Requirements	Able to lift and carry heavy cleaning equipment, furniture, rubbish. Wear personal protective equipment as supplied. Willing/able to be flexible with covering absence of other team members. Willing/able to work additional hours during some school holidays (paid via timesheet).	1, 2 1,2 1 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that school policies are reflected in all aspects of his/her work.

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