

JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE: Cleaner

LOCATION: The Federation of North Walsham Infant & Junior Schools

RESPONSIBLE TO: Head Teacher/Cleaning Supervisor/Site Manager

GRADE/PAYSCALE: A2 (£12.26 per hour)

Purpose of the Role: Maintain cleanliness of school

Main duties/responsibilities

General duties

Empty waste bins or similar receptacles routinely, and transport waste material to designated collection points.

Clean floors, including sweeping to control dust and debris and mopping to sanitise using hot water, with suitable cleaning products at the end of each school day.

Safely use electronically powered scrubbing, polishing and vacuuming machines to scrub, polish, spray and clean floors.

Dust, damp wipe, wash or polish the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings.

Replenish consumable items including, soap, toilet rolls and paper towels, where required. Clean toilets, urinals, hand basins and sinks on a daily basis.

Safely use chemical agents as directed by the headteacher/caretaker in line with school policy.

Undertake wall washing and inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during weekly cleaning maintenance programmes.

Administration

Keep a check on cleaning stock levels and inform the Administrative Assistant of low stock levels, e.g. of cleaning products.

Carry out a stock check on a monthly basis.

Record all completed cleaning tasks on a daily basis.

Resources Maintain clean, tidy and organised work spaces and storage areas.

Check equipment and machinery used and ensure health and safety guidelines are adhered to.
 Provide support to staff as requested and in accordance with their own training and skill parameters.

Wider responsibilities

Be aware of and comply with the school's Child Protection and Safeguarding Policy, Health and Safety Policy, Equal Opportunities Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the headteacher.

Comply and assist with the development of policies and procedures relating to the cleaning and maintenance of the school, as required.

Develop effective professional relationships with colleagues.

Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.

Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.

Contribute to and support the overall vision and ethos of the school. Attend and participate in relevant meetings as required.

Participate and engage in training and appraisal as required.

Undertake additional duties as reasonably requested by senior staff. Be committed to safeguarding and promoting the welfare of children and young people.

This job description may be amended at any time following discussion between headteacher and member of staff, and will be reviewed annually

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> ● Be qualified in literacy and numeracy at level 1 or equivalent. ● Be willing to undertake training as required and assist in training colleagues. ● Have experience of working in an Education environment 	<ul style="list-style-type: none"> ● Have basic administrative experience, including record keeping ● Have a health and safety qualification, e.g. firstaid, Health and safety training, e.g. COSHH

<p>Experience</p>	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> ● Successful working practices in cleaning ● Using general cleaning equipment, e.g. vacuums and carpet cleaners ● Fulfilling all spoken aspects of the role with confidence 	<ul style="list-style-type: none"> ● Working in an educational environment ● Basic administrative experience including record keeping
<p>Knowledge and skills</p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> ● Have an in-depth knowledge of cleaning equipment and techniques ● Understand health and safety issues and good practice in relation to cleaning 	<ul style="list-style-type: none"> ● Have an awareness of policies and procedures relating to working in a school ● Be able to contribute to the wider school community and activities
<p>Personal qualities</p>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> ● Flexible in terms of working hours. including evenings in line with school calendar and lettings ● Eligible to work in the UK ● Open to having the relevant security checks made on them, e.g. an enhanced DBS check ● Suitable to work with children and young people ● Able to communicate effectively ● Flexible and positive towards change ● Willing to work as part of a team ● Reliable and organised ● Approachable and self-motivated ● Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate 	

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| | <ul style="list-style-type: none">• Able to maintain a high level of confidentiality and discretion at all times | |
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