

Job Description – Cleaner

GRADE 3

Minimum 10 hours – Monday to Friday

Actual hours will be discussed at interview.

This position is part of the school business team, which includes, administration, exams, catering and premises staff. The team is managed by the School Business Manager, and your line manager will be our Site Manager.

Job Purpose:

Undertake, normally as part of a team, the cleaning of designated areas within school to ensure that they are kept in a high standard of clean and hygienic conditions, providing a welcoming and pleasing environment for the whole school community. Cleaning tasks as per schedule, as instructed or one-off cleaning tasks

To act with honesty and integrity

To be self-critical and respond in a professional manner to feedback on performance

Main Duties and Responsibilities:

- To work as a member of the school support team, and contribute positively to that staff team to ensure that high standards of cleanliness and hygiene for staff and pupils are maintained throughout the School.
- Attending induction, training and any development programmes as requested. Attend Safeguarding Training September of each academic year and refreshers as requested.
- Cleaning tasks including:
 - Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
 - Cleaning of toilets and emptying rubbish bins, including refilling soap, toilet paper and paper towels.
 - Paying particular attention to touch points around the school to help combat the spread of infection.
 - Polishing and dusting of the designated areas, including toilets and changing areas
 - Refilling classroom stocks of hand sanitiser, wipes and gloves as needed.
 - Internal glass panels, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Open and lock doors as required, collecting and returning keys to Site Service Officer if necessary. Being responsible for own set of keys.
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Make sure that all tasks are carried out to the high standard required.
- Attend all training as required, including but not limited to work based Health and Safety and practical training
- Able to adhere to the schools General Data Protection Regulations, Keeping Children safe in Education requirements and other relevant policies and procedures. (Training will be given)
- Any other duties and responsibilities within the range of the salary grade.
- Attend an annual Professional Development review with the School Business Manager and line manager. The job description will be reviewed annually at this meeting
- Comply with all relevant Thrive Education Partnership and Corley Academy policies relating to Health and safety, data Protection, Safeguarding and Sickness Management.
- Undertake appropriate health and safety training as required

Whole Academy

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by students and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development

Protection of children

The post is exempt from the Rehabilitation of Offenders Act 1974. Your employment is subject to satisfactory enhanced Disclosure and Barring Service check (with barred list check where applicable) and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution, or any occurrence that may disqualify you from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

Right to hold Personal Data

As part of your conditions of employment, you give the Employer permission to collect, retain and process information about you, such as age, sex, ethnic origin and health records. This information will be used by the Employer for a number of purposes, including but not limited to monitoring the Employer's compliance with the law and best practice in terms of equal opportunity and non-discrimination. Should your personal circumstances change, you must notify the Employer immediately.

Requirement

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Line Manager : Site Manager

Signed

Name..... Date.....

Person Specification for Cleaner

Knowledge and Understanding

- Basic health and safety principles, including infection control and prevention, food hygiene and food preparation environments. Awareness and understanding of Health & Safety at Work, COSHH etc.
- Cleaning techniques and equipment
- A commitment to safeguarding children and young people
- Commitment to Continuing Professional Development
- An awareness and understanding of the difficulties students with special educational needs are likely to face
- Understanding of the issues around safeguarding children and young people

Skills and Abilities

- Able to clean to a required high standard.
- Able to understand and respond to verbal instructions.
- Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift.
- Able to work unsupervised.
- Ability and willing to undertake training required to meet needs of this post and identify ongoing training needs, participate in training and evaluate own learning
- Ability to be flexible and adapt to a changing environment
- Ability to liaise and communicate effectively with others in respect of duties of the post and work with them as part of the team
- Able to work under pressure and to tight deadlines
- Able to use basic email to access school notices and information
- Willingness to maintain confidentiality on all school matters

Experience:

- Cleaning techniques and equipment relevant to a school environment.

Educational:

- Ability to read and write for the purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets, etc.