

# Job Description:

## Cleaning Operative

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<b>JOB DESCRIPTION:</b>	Cleaning Operative (Various roles)
<b>RESPONSIBLE TO:</b>	Headteacher and Site Manager/School Business Manager
<b>JOB PURPOSE:</b>	Under the direction of Senior Premises staff to undertake cleaning duties of classrooms and allocated areas. As an employee within QUEST, staff <u>may</u> be required to work at any school within the Trust.
<b>LIAISING WITH:</b>	Senior staff, teaching and support staff, external agencies, contractors
<b>SALARY SCALE:</b>	<i>QUEST Grade A Point 3 – Pay Award Pending April 2026</i>
<b>DBS DISCLOSURE LEVEL</b>	Enhanced

### Professional Responsibilities

#### School Ethos

- Work with colleagues in creating, inspiring and promoting excellence at all levels.
- Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.
- Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.
- Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

#### Key Responsibilities

- Under the direction of senior staff to undertake cleaning duties within allocated areas in line with specified standards.
- To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training).
- To undertake basic record keeping as directed.
- To refill and replace consumables and to collect and dispose of waste/recycling.
- Cleaning of hard and carpeted flooring manually or using cleaning machinery as required. Including all types of carpet cleaning machinery large and small, scrubber dryers, buffers etc.
- Cleaning walls, paintwork, glass and windows, fixtures, fittings and furniture.
- Cleaning of toilets, fixtures and shower areas where appropriate.
- To perform duties in line with Health and Safety regulations (COSHH).
- To handle cleaning materials in line with COSHH regulations.
- To report serious hazards to the line manager immediately.
- To report faulty equipment and other maintenance requirements to the appropriate person.
- To undertake specialist cleaning programmes during school closures or other designated periods.
- To assist colleagues in different areas as required.
- To observe and follow Health and safety procedures and specified cleaning schedules.
- To be aware of and comply with policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person.

- To uphold excellent standards of customer service at all times working as part of the customer care team including answering queries and giving directions and participation in school events outside of working hours.
- Occasional flexible working may be required for events which may include evenings and weekends.
- To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.
- To ensure an excellent standard of cleanliness across the school at all times.
- To commit to the specified number of hours of professional development each year and have the drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.
- Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.
- To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.
- Maintaining a secure, healthy and risk-free environment for students, staff and visitors.
- To contribute to the development of relevant policies and procedures.
- To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advice and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

*The job description encompasses the above statements and is not necessarily a comprehensive definition.*

*The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service (DBS) is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Person Specification:

## Cleaner

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### *ESSENTIAL SKILLS/QUALIFICATIONS*

- NVQ Level 1 in relevant discipline (Cleaning,) or equivalent qualification or willingness to undertake.
- Experience of cleaning building interiors.
- Willingness to undertake further relevant training as required.
  
- Legally entitled to work in the UK.
  
- Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:
  - Knowledge of COSHH and Health and Safety regulations relating to cleaning substances.
  - Knowledge of health and safety at work regulations for example moving and handling.
  - Knowledge of cleaning methods and industrial cleaning equipment.
  - Full working knowledge of relevant policies, procedures, codes of practice and legislation.

Applicants should be able to provide evidence that they have the following necessary skills and ability:

- Ability to operate a range of equipment relevant to the post (*training will be provided where required*).
- Ability to complete basic paperwork.
- Ability to prioritise own workload.
- Ability to work as part of a team.
- Ability to recognise the importance of ensuring a secure and safe environment.
- Ability to take direction to complete a range of cleaning tasks.
- Ability to cope with the physical demands of manual work.
- To show commitment to sustain excellent attendance at work.
- Good timekeeping.
- Commitment to and participation in the wider life of the schools and Trust.
- Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust.