



Barry Primary School

Barry Road, Northampton, NN1 5JS

JOB DESCRIPTION

Job Title	Cleaner
Grade	B 2
Salary	£24,413 FTE Actual salary will be pro-rata
Working Hours Per Week	11.25 2 ¼ hours per day after school
Working Weeks Per Year	39 (term time plus training days)
Contract Type	Permanent
Line Manager	School Business Manager

SUMMARY

The support services delivered by the job are practical and physical and assist the aim to provide a clean, comfortable and hygienic environment for all school users.

To carry out essential cleaning and tidying tasks before, after or during school opening times in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness. Actual hours may vary depending on the needs of the school, in particular when parents evenings are taking place. Prior notice will be given by the Site Supervisor.

The post-holder may work alone in designated areas or work in a team or in a pair. Areas to be cleaned include classrooms, corridors, halls, dining areas, staff rooms, changing rooms and toilets. The post-holder must be mindful if they are required to clean when pupils and staff are around.

Cleaners are supervised by the Cleaner in Charge and the Site Supervisor. The line-manager is responsible for the work they carry out and to ensure the tools and equipment they use are adequate for the job. The line manager ensures that health and safety practices and procedures are followed.

Cleaners follow the directions they are given and will report any concerns or anything unusual they may observe to the line manager.

JOB RESPONSIBILITIES

- Clean designated areas of the school using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polisher as required to ensure a high standard of cleanliness and hygiene is maintained.
- Empty bins and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users.
- Top up consumables e.g. soap dispensers/ toilet rolls, towels to maintain standards of hygiene and comfort for all users.
- Move furniture and equipment if required, with the assistance of colleagues as necessary to enable cleaning of all areas.

- On a regular basis, such as during school holidays, to undertake deep cleaning of walls, skirting boards, paintwork, staircases and handrails etc. to ensure a high standard of cleanliness and hygiene is maintained.
- Clean up spillages as they occur e.g. as a result of drink spillages/ children being ill in accordance with health and safety procedures or deal with as instructed by management.
- The line manager directs work and will set priorities as necessary. The post-holder plans work to run in an efficient order.
- There are set schedules of work which are supervised and reviewed by the line manager for quality and standards.
- The post-holder ensures that they deal with spillages, breakages or hazardous instances quickly or report on to the line manager.
- The post-holder may need to prioritise their own work if a school activity means that there is more cleaning and clearing to be done in one or more areas than is normal. They will ensure that the basic levels of cleaning and removal of waste or hazards are carried out.

REQUIRED QUALIFICATIONS

The post-holder should have a basic secondary education and have evidence of cleaning skills. Must be able to demonstrate the ability to work unsupervised.

In-house training is provided on how to use larger industrial cleaning equipment such as floor buffers, and on the appropriate use of cleaning products. Instruction is given about dealing with spillages such as bodily fluids.

Basic courtesy and the ability to build everyday working relationships with colleagues are required.

General Information

Equality of Opportunity

- As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence
- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

To contribute as an effective and collaborative member of the School team

- Any other duties as reasonably required by any manager of the school
- Attend regular meetings as required and make a positive contribution during meetings

Child Protection

- Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person