



Job Description

Job Title	Cleaner ‘with keys’
Grade	Scale 2
Reports to	Headteacher/Deputy Headteacher/Senior Administrator <i>(insert as appropriate depending upon management responsibilities within the School)</i> <i>(the post’s line manager)</i>
Responsible for	<i>(any positions this post manages)</i>
Liaison with	<i>(key people the post works with – internal and external)</i>
Job Purpose	To contribute to the smooth running of the School by carrying out a range of cleaning and caretaking duties including security and supervision of the site and related equipment. <i>(very brief summary of the overall purpose of the job)</i>
Duties	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> ● To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). ● Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. ● Liaising with contractors and advising the Headteacher*** of their presence. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> ● Undertaking cleaning including secondary cleaning. ● Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. ● Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.

	<ul style="list-style-type: none"> ● Washing and cleaning of diffusers and replacing bulbs/tubes. <i>(If this involves work at a high level – comments relating to equipment apply detailed above.)</i> ● Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Headteacher.*** Drawing the attention of the appropriate authorities via the Headteacher*** to any repairs or maintenance work required at the premises. ● Minor DIY, which is within the scope and capability of the postholder. ● Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean. ● Ensuring that adequate supplies of cleaning materials and other supplies are available. ● Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. ● Ensuring that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate. ● Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding. ● Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. <p><u>Other duties</u></p> <ul style="list-style-type: none"> ● Planning own work. ● Undertaking letting and related duties as appropriate in accordance with the provincial agreement. ● Preparing the school premises and site for out of school activities. ● Advising the Headteacher or an authorised representative*** of the hours worked. <p><u>General</u></p> <p>At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</p> <p>Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School and governing Body.</p> <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>
General	<ul style="list-style-type: none"> ● To attend relevant training and meetings as required. ● To respect confidentiality at all times.

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| | <ul style="list-style-type: none">● To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.● To understand and apply Trust/school policies in relation to the health, safety, welfare and behaviour of pupils.● To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace● Ensure that all duties and services provided are in accordance with the Trust/School's Equal Opportunities Policy● Adhere to GDPR requirements to safeguard data held across the Trust.● The Trust & School Governing Committees are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share in this commitment● EFSPT is committed to Trauma Perceptive Practice; the Essex approach to understanding behaviour and supporting emotional well-being.● Being trauma-perceptive means that through our values, policies, and practice, we can effectively support the children, families, and communities in our Trust, creating spaces of belonging and safety that enable everyone to flourish, become resilient, and learn.● The duties above are neither exclusive nor exhaustive, and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |
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PERSON SPECIFICATION

Cleaner with keys

General heading	Detail	Examples	Essential	Desirable
Qualifications & Experience	Specific qualifications & experience	No specific experience required		
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid		
	Literacy	Basic reading skills		
	Numeracy	Ability to count		
	Technology	Ability to use general cleaning products		
Communication	Written	Ability to complete basic forms		
	Verbal	Ability to exchange routine verbal information clearly		
	Languages	Seek support to overcome communication barriers with children and adults		
	Negotiating	Ability to follow instructions		
Working with children	Behaviour Management	Understand the school's behaviour management policy		
	SEN	Understand and support the differences in children and adults and respond appropriately		
	Curriculum	Basic understanding of the learning experience provided by the school		
	Child Development	Basic understanding of the way in which children develop		
	Health & Well being	Understand and support the importance of physical and emotional wellbeing		
Working with others	Working with partners	Understand the role of others working in and with the school		
	Relationships	Ability to establish rapport and respectful and trusting relationships with others		
	Team work	Ability to work effectively with a range of adults		
	Information	Know when, how and with whom to share information		

Responsibilities	Organisational skills	Good organisational skills		
	Line Management	N/A		
	Time Management	Ability to manage own time effectively		
	Creativity	Demonstrate ability to resolve routine problems independently		
General	Equalities	Awareness of and commitment to equality		
	Health & Safety	Basic understanding of Health & Safety		
	Child Protection	Understand and implement child protection procedures		
	Confidentiality /Data Protection	Understand procedures and legislation relating to confidentiality		
	CPD	Be prepared to develop and learn in the role		