

Job Description - Cleaner

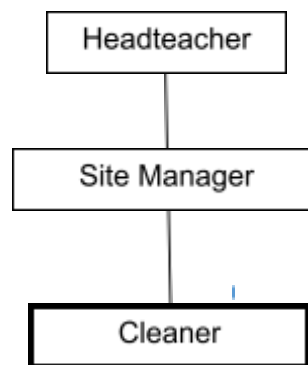
Responsible to: Headteacher/Site Manager
Grade: NJC pay scale - Point 3-4
Hours: 10 per week - 2 per day (06:00-08:00 am)
Term-time, plus 5 training days and 10 hours during school holidays

This job description may be amended at any appropriate time, following consultation between the Headteacher and the Teacher, and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

Core purpose of post:

To maintain school premises to the required standard of cleanliness; required to clean any rooms requested including, classrooms, toilets, cloakrooms, staircases, corridors, halls, laboratories and all other areas in use.

Organisation chart:



Safeguarding Children and Young People

The SCHOOL is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Professional Registration (for qualified teaching staff)
- Disclosure and Barring Service (DBS) (for all staff and volunteers)
- References (these will be sought before interview)

A start date for successful job applicants will not be confirmed until clearance from all the above checks has been obtained.

Please note that the DBS check will reveal ALL convictions, reprimands, cautions and bind overs even if considered as spent within the Rehabilitation of Offenders Act. As this post is a regulated activity, a DBS check is essential.

The department currently offers the following:

- An experienced, hardworking, committed and friendly team
- Regular sharing of advice and expertise

Main duties and responsibilities:

Core Cleaning Duties

- To carry out comprehensive cleaning work to the required school standards as instructed by the Site Manager.
- To ensure all assigned areas (classrooms, corridors, washrooms, and offices) are maintained in a pristine condition.
- To be able to time manage accordingly to ensure planned tasks are completed and perform less frequent tasks when the opportunity arises.
- To proactively report any building defects, graffiti, or health and safety hazards to the Site Manager immediately.
- To ensure site security by checking that windows are closed and lights are turned off upon completion of work in each area.
- To report to the Site Manager, in all matters that are likely to affect their work or other matters they consider that they should be aware of.

Teamwork & Flexibility

- To undertake any non-routine cleaning tasks as instructed by Site Manager.
- All cleaners are required to contribute to major cleaning tasks during the school holiday periods.
- To work as part of a team and support other members of the cleaning team to meet required standards.
- To support the team when cover is required due to sickness/absence.

Health, Safety & Environment

- To ensure all cleaning chemicals are used, stored, and labelled in accordance with Control of Substances Hazardous to Health (COSHH) regulations.
- To ensure that cleaning trolleys and chemical cupboards are kept locked at all times when not in use to prevent student access.
- To adhere to the school's Lone Working procedures, ensuring personal safety protocols are followed as explained by the Site Manager.
- To ensure that all tools and equipment (vacuum cleaners, buffers, etc.) are in good working order, reporting faults immediately.
- To use cleaning materials economically and inform the Site Manager in a timely manner when stocks are low.
- To adhere to guidelines in the school Health & Safety (H&S) Policy and to follow all its instructions relevant to products used.
- To attend all essential H&S training courses as determined by the management of the school.
- To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.

Safeguarding and Professional Standards

- Safeguarding: To be committed to safeguarding and promoting the welfare of children.
- Reporting: To report any safeguarding or low-level concerns regarding students or staff conduct immediately to the Designated Safeguarding Lead (DSL) in accordance with school policy.
- DBS: To maintain an enhanced DBS disclosure and notify the school of any changes in personal circumstances that may affect suitability to work with children.
- Conduct: To follow the Staff Code of Conduct in its entirety, maintaining appropriate professional boundaries with middle-school aged pupils.
- Confidentiality: To maintain strict confidentiality regarding school-related matters and prevent the disclosure of sensitive information.

- To undertake any other duties of a similar level and responsibility as may be required.
- To follow the Staff Code of Conduct in its entirety.

Person Specification - Cleaner

Essential	Preferred	Source
Education/Qualifications		
• Basic standard of literacy to read instructions • Ability to understand instructions	First Aid awareness COSHH training	
Experience		
• Experience of undertaking general cleaning duties	Previous experience in a similar post or school/public sector setting	• References • Application
Knowledge, skills and abilities		
• Ability to work as a team member • Ability to work under pressure at times • Ability to manage time and prioritise work	Knowledge of Health & Safety Regulations	• Application • Interview
Motivation		
• Commitment to achieving high standards of cleanliness and hygiene • Willingness to work additional hours when needed • Willingness to be flexible to changing demands of the post • Willingness to undertake training if required • Trustworthy and reliable		• Application • Interview
Physical		
• Ability to undertake all the physical aspects of the post (lifting, bending, standing etc..) • Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc.) • Be in good health		• Interview • Application • References
Other		
• Willingness to wear protective equipment as supplied • Maintain confidentiality at all times • Be punctual and reliable • Sense of humour		• Application • Interview
Equal Opportunities		
• An understanding of and commitment to equality and diversity		• Interview