

JOB DESCRIPTION

Job Title: Cleaner

Grade: 1

Salary Range: SP1

Responsible to: Cleaner in Charge

Responsible for: n/a

Job Purpose

To clean the interior of the School buildings within the Academy, ensuring that the whole school premises are kept in a clean and hygienic condition.

Key External Contacts

None.

Key Internal Contacts

Site Service Officer, Cleaning Supervisor, Head Teacher, Staff, Pupils

Duties and Responsibilities

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.

1. To sweep/dust control sweep/spot mop/thoroughly mop all hard floor surfaces as directed.
2. To vacuum all carpeted floors, upholstered furniture and other areas as designated.
3. To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using high dust control extending frame.
4. To polish furniture as required.
5. To clean telephones, including the mouthpiece as directed.
6. To empty bins and remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags.
7. To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
8. Replace hand towels, toilet rolls and hand soap as required.
12. To regularly remove all finger and scuff marks, splashes etc, from internal glass doors, kickplates, walls and paintwork, and to thoroughly clean these items as required.
13. To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.
14. To remove graffiti, chewing gum etc, using agreed procedures.
15. To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed. This work to; be done by operative from floor level.

16. To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Cleaning Supervisor or Site Service Officer.
17. To be aware of fire prevention and drill procedures.
18. To carry out the summer clean as required during the school closure periods.
19. Ensure all areas are properly secured after cleaning work is completed and that any breaches of security reported.

Responsibilities

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

Personal & Professional Development

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

Confidentiality and Data Protection

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Person Specification – Cleaner

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/A*
Experience			
To communicate clearly and be able to understand written and verbal instructions.	✓		A/I
Experience of working with young people and/or within a school environment.	✓		A/I
Skills, knowledge and Understanding.	✓		A/I
Good understanding of Health & Safety, COSHH regulations/legislation.	✓		A/I
Ability to carry out work under minimal supervision.			
Effective team player.	✓		A/I
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing equipment.	✓		A/I
Ability to fulfil their cleaning rota within the required time period to the quality standard expected.	✓		A/I
Experience of carrying out basic cleaning tasks.	✓		A/I
Good communication skills both written and verbal.	✓		A/I
Other Requirements	✓		A/I
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		A/I
Appointment to the post is subject to a satisfactory enhanced DBS check.	✓		
Evidence of commitment to safeguarding and protecting the welfare of children.	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

*I - Interview

A – Application Form