

# Job Description: Cleaner

**Grade:** Kent Range 2

**Hours:** 10 hours per week

**Weeks:** Term-time only (38 weeks) plus inset days plus 3 weeks deep cleaning

**Reports to:** Headteacher

**This is a permanent position** (subject to a 6 month probationary period)

## Purpose of the job

- Clean and maintain areas of the school in a timely manner, under the direction of the Caretaker, to uphold high standards of cleanliness and hygiene throughout

## Key duties and responsibilities

- Provide a comprehensive cleaning service to allocated areas including dusting, vacuuming, washing floors, emptying bins and other similar tasks to maintain a high standard of cleanliness and hygiene at all times. Replenish hand towels, toilet rolls and soap to ensure areas are clean, neat and tidy.
  - During term time all rooms, including kitchen and cleaner's room, to be swept and/or vacuumed every day, floors, except hall floor, to be mopped daily, tables to be cleaned each day' other furniture, doors, window-sills and ledges to be dusted weekly.
  - Toilet floors to be swept and mopped daily with germicidal agent, WC bowels, urinal, toilet seats, taps, chains and door handles to be cleaned and disinfected daily, toilet rolls and paper towels to be replenished daily
  - The inside of windowpanes to head high to be cleaned termly, glass interior doors and mirrors to be cleaned weekly
  - Hall floor washed daily and resurfaced annually
  - Undertake specific cleaning and maintenance which cannot be completed during term time, e.g. stripping, re-sealing hall floor, cleaning behind moveable furniture, cleaning all furniture, moving resources as necessary, washing doors and walls, etc dependent upon length of holiday.
- Collect and dispose of waste
- Undertake specialised cleaning programmes, during school closures. Complete a deep clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, polishing wooden floors, machine scrubbing non-slip etc to ensure all areas are clean and fresh

## Health and Safety

- Comply with the requirements of Health and Safety at Work regulations
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Headteacher or other senior person

## Resources

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary
- Seek out new resources that will improve the cleanliness and enhance the school
- Have understanding of how to operate school alarm. Training will be arranged as necessary

## Knowledge and Skills

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements

**Supervision and Management**

- The post holder will often be required to work without direct supervision i.e. during school holidays, following lone working guidelines as necessary

**Key contacts and relationships**

- Daily contact with the Headteacher or other nominated staff
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. Open Evenings, Concerts

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture

Any other reasonable tasks as requested.

## Person Specification: Cleaner

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>GCSE grade A*-C in English and mathematics</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Previous experience of cleaning to a high standard</li> <li>Previous experience of working with cleaning machinery and chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Previous cleaning experience in an education setting</li> <li>Knowledge of basic health and safety rules and regulations including manual handling</li> </ul>
Skills	<ul style="list-style-type: none"> <li>A commitment to safeguarding and promoting the welfare of children</li> <li>Evidence of successful team working</li> <li>Able to recognise the importance of ensuring a safe and secure environment</li> <li>Good communication skills (written and oral)</li> <li>Friendly nature with a tactful, professional and flexible approach</li> <li>Excellent time keeping and attendance</li> <li>Demonstrably professional, honest, loyal and hard working</li> <li>Able to work both independently and as part of a team</li> <li>Able to manage own time effectively and prioritise workload</li> <li>Able to work under pressure and be able to meet deadlines</li> <li>Able to use cleaning machinery safely</li> <li>Able to undertake flexible working patterns including evenings and weekends</li> <li>A flexible and adaptable approach to work</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of basic health and safety rules and regulations</li> <li>Knowledge of relevant school policies which keep children safe in education EG Safeguarding and Child Protection</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Able to maintain confidentiality</li> <li>Flexible and responsive to change</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> <li>Good sense of humour</li> <li>Positive/can do approach</li> <li>Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> </ul>	<ul style="list-style-type: none"> <li>Understands the principles of data protection and the importance of confidentiality</li> </ul>
Values	<ul style="list-style-type: none"> <li>Commitment to school's aims and values</li> <li>Honest and reliable, displays integrity and commitment to the Trust</li> <li>Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li> </ul>	