

JOB DESCRIPTION

| | |
|-----------------------------|--|
| Job Title: | Cleaner |
| School: | Dame Janet Primary Academy |
| Location: | Newington Road, Ramsgate, CT12 6PR |
| Reporting To: | Deputy Headteacher, Caretaker |
| Key Internal Relationships: | Headteacher, SLT, Teaching and Support Staff |

Our Commitment

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

To provide a clean and pleasant working environment in order to facilitate the effective use of the school by those staff and students who occupy it.

To maintain the highest possible standard of hygiene in order to minimise health risks to students, staff and visitors.

Key Responsibilities

- To carry out all cleaning tasks as directed by the Caretaker and Deputy Headteacher, ensuring that the required standards and quality levels are maintained.
- To use all cleaning materials and equipment in a safe and proper manner in accordance with the instructions and procedures determined by the school and TKAT.
- To complete all appropriate records and documentation as required.

- To ensure compliance with all relevant health, safety and security regulations.
- To ensure that safe working practices are applied at all times.
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.
- Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
- Duties to include the following:
 - Cleaning
 - Spot cleaning of spillages
 - Washing of floors, walls, etc
 - Sweeping
 - Vacuum cleaning
 - Emptying of litter bins
 - Polishing and dusting of the designated areas (which may include toilets and shower area) the fixtures and fitting using, where appropriate, powered equipment
 - Wiping furniture, ledges, pipes, paintwork, doors and cleaning glass on doors
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping/polishing and straightening furniture
 - All defects/hazards must be immediately reported to the caretaker or Deputy Headteacher

Other areas of responsibilities

All employees are expected to:

Actively promote and follow TKAT policies and procedures.

Uphold, support and demonstrate the TKAT vision, purpose and values

Please note that this job description is not necessarily a comprehensive definition of all duties. The postholder may be required to engage and carry out other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Cleaning duties may vary between term and closure periods.

This job description may be amended at any time in consultation with the postholder.

The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended at any time in consultation with the postholder/employee in the future. The appointment is subject to the terms and conditions outlined in the 'TKAT Contract' (Statement of Employment Particulars).

PERSON SPECIFICATION

| Selection Criteria | Essential (E) or Desirable (D) | Assessed By |
|--|--------------------------------|-------------------------|
| Qualifications, Training and CPD: | | |
| Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification | D | Application & Interview |
| Experience: | | |
| Experience of general cleaning including furnishings and fittings, carpets and other floor surfaces on a regular basis | E | Application & Interview |
| Experience of using cleaning materials in a safe manner | E | Application & Interview |
| Experience of working in a school environment. | D | Application & Interview |
| Previous training / experience relating to Health and Safety within a cleaning environment and COSHH regulations | D | Application & Interview |
| Be prepared to undertake training in safe working practices and health and safety legislation relating to cleaning, manual handling, cleaning and the use of equipment and materials (including COSHH) | E | Application & Interview |
| Knowledge, Skills and Attributes: | | |
| Knowledge of moving and handling procedures | D | Application & Interview |
| Ability to use own initiative as well as working within a team environment | E | Application & Interview |
| Ability to be attentive to detail | E | Application & Interview |
| Ability to understand and carry out verbal and written instructions | E | Application & Interview |
| Ability to organise and prioritise work | E | Application & Interview |
| Ability to work flexibly as the need arises | E | Application & Interview |
| Recognises when colleagues are under pressure and volunteers to assist them where possible | E | Application & Interview |
| Commitment to achieving a high standard of cleanliness and hygiene | E | |

| | | |
|--|---|--|
| Commitment to working within the School's Safeguarding Policy and Procedures | E | |
| Able to communicate effectively | E | |
| Responsible, punctual and reliable | E | |
| Good personal organisation | E | |