



# JOB DESCRIPTION

<b>JOB TITLE</b>	Cleaner
<b>SALARY POINT</b>	Kent Range 3 (£18,425 full time) Pro Rata £4,393 pa)
<b>LIASION WITH:</b>	Premises Manager, Head of Schools, Executive Headteacher/SLT, teaching/support staff LA representatives, external agencies and parents.
<b>HOURS:</b>	2 hours per day / 10 hours per week
<b>LOCATION:</b>	Grange Park School at Stansted, Malthouse Road, Stansted, Sevenoaks, TN15 7PH
<b>DATE:</b>	February 2022

## RESPONSIBLE FOR:

Clean and maintain areas of the establishment, under the direction of a senior member of staff to ensure they are kept clean and tidy.

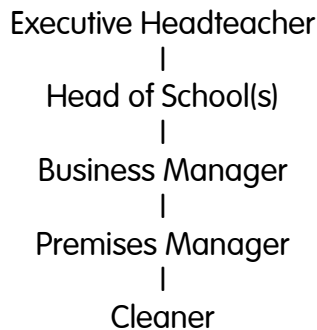
## Key duties and responsibilities:

1. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times.
2. Maintain clean toilets to ensure hygiene standards are met.
3. Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
4. Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh.
5. Any other duties as reasonably requested by your Line Manager or Headteacher.

## Statutory Responsibilities

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for students as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.
- Set a good example in terms of dress, punctuality, attendance and behaviour
- Undertake professional duties that may be reasonably assigned by the Headteacher

## Organisation



Agreed By:		Date:	
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Job Holder

Approved By:		Date:	
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Line Manager

# Person Specification –Cleaner

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>No formal qualifications needed but basic written skills and lots of common sense.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous relevant experience would be desirable.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Use of a range of basic tools and machinery, e.g. cleaning equipment, etc.</li> <li>Follows work routines/instructions Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of how own job fits into the activity and role of the area/site.</li> <li>Undertake relevant training so that you can apply Health and Safety procedures relevant to the job such as:               <ul style="list-style-type: none"> <li>Safe use of machinery and/or equipment</li> <li>COSHH</li> <li>First Aid and Hygiene Practice</li> <li>Lone working procedures and responsibilities</li> <li>Able to recognise and to deal with emergency situations</li> </ul> </li> </ul>
<b>WORKING WITH PEOPLE</b>	<ul style="list-style-type: none"> <li>Understands the requirement for working with others and in teams</li> <li>Able to form effective working relationships needed for the job</li> <li>Able to deal with others courteously and in an acceptable manner</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Able to communicate factual information politely and courteously</li> <li>Has everyday spoken skills e.g. telephone and face-to-face conversations</li> <li>Has basic written and numeric skills appropriate to the job</li> <li>Able to listen, observe and report information to supervisor</li> <li>Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness</li> <li>Understands and applies confidentiality relevant to the client group, job and workplace.</li> </ul>
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>Understands equal opportunities Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager</li> </ul>

<b>OTHER FACTORS</b>	<ul style="list-style-type: none"><li>• Clean driving licence and willingness to drive school vehicles</li><li>• Able to recognise and to deal with emergency situations</li><li>• Must satisfy relevant employment checks</li></ul>
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Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.