



Brenzett Church of England Primary School

Job Description

- Post:** Cleaner with keyholder responsibilities- APLb
- Responsible to:** Site manager, Caretaker and Headteacher
- Liaison with:** School Staff, pupils and parents
- Contract:** 17.5 hrs per week
- Job Purpose:** Clean and maintain areas of the school, under the direction of a senior member of staff to ensure they are kept clean and tidy.

Section I

Outline of main duties:

- To fully engage with the Coaching into Appraisal (CiA) process for performance review
- 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
- Maintain clean toilets to ensure hygiene standards are met
- Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained
- Cover for the Caretaker, in their absence, to include replenishing hand towels and toilet rolls, tidying grounds and unlocking and locking up the site to ensure the establishments needs are met
- To be a keyholder, ensuring the building is secured in the evenings after school closes
- 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
- Undertake the general checking and cleaning of some parts of the establishment, as directed, and if required cover for any absence of the cleaner i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained
- 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
- Attend training courses as required and assist in the training of other premises support staff as directed (First Aid)
- Comply with Health & Safety, Fire Regulations and other Aquila policies
- Work as part of the Brenzett Team

Specific Cleaning Areas:

- As per individually specified

Accountabilities:

- That the school is a safe and welcoming environment and is a place where pupils are safe and able to learn

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high-quality pastoral care of the children in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Signed: _____

Signed (Headteacher): _____

SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

Skills Required:

A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.

	Level
1 Technical Skills and Qualification	2
Use of a range of basic tools and machinery, eg. kitchen equipment, cleaning equipment, vacuum cleaner etc. Follows work routines/instructions May require a driving licence Day to day operational maintenance of plant and equipment, eg. topping up fluids (cleaning fluid, etc.), shelf stacking, etc. 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.	
2 Operational Knowledge	1
Knowledge of own task/job Knowledge of all procedures in own task/job Knowledge of any/all common practices associated with own job	
3 Planning and Organising	1
Knows, understands and is able to apply the work routines in the job Able to work within set routines Knows where to find work instructions and documents (e.g. job sheets, health and safety guidance) Able to complete basic time and job sheets or other basic forms required for the job Able to recognise problems and report to supervisor	
4 Working with People	1
Understands the requirement for working with others and in teams Able to form effective working relationships needed for the job Able to deal with others courteously and in an acceptable manner	
5 Communication	1
Able to communicate factual information politely and courteously Has everyday spoken skills e.g. telephone and face-to-face conversations Has basic written and numeric skills appropriate to the job Able to listen, observe and report information to supervisor Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness Understands and applies confidentiality relevant to the client group, job and workplace	
6 Money Skills	0
None applicable	
7 Health and Safety	2
Understands and able to apply Health and Safety procedures relevant to the job such as: - Manual handling; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities Able to recognise and to deal with emergency situations	

8 Equality

1

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

Behaviours for Success:

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focussing on the customer

- how we work with both internal and external customers and service users to provide a customer focussed service

2. Personal Resourcefulness

- how we enhance our personal ability to deliver an excellent service

3. Relationship Building

- how we work with colleagues and partners

4. Managing for Success (for managers)

- how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within our school.

Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.