

## CLEANING OPERATIVE - JOB DESCRIPTION

<b>RESPONSIBLE TO</b>	Headteacher, Senior Leadership Team, Site Manager, Health and Safety Leader (Assistant Headteacher)
<b>LINE MANAGER</b>	Site Manager
<b>JOB PURPOSE</b>	Clean and maintain areas of the establishment, under the direction of a senior member of staff to ensure they are kept clean and tidy.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

## TERMS OF EMPLOYMENT

<b>WORKING HOURS</b>	16 hours per week Monday – Thursday 5pm-8pm Friday 4pm-8pm You will be paid for 41 working weeks per year (plus your holiday entitlement) This includes 38 weeks in term time, 5 paid staff development days, 1 week to work during Easter holidays and 1 week to work during summer holidays.
<b>SALARY</b>	Kent Scheme A

<b>ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• Undertake cleaning of allocated areas in line with specified standards and as directed.</li> <li>• Cleaning service required to include dusting, vacuuming, washing floors, emptying bins etc. to ensure high standards of cleanliness and hygiene at all times.</li> <li>• Maintain clean toilets to ensure hygiene standards are met.</li> <li>• 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.</li> <li>• Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.</li> <li>• Store allocated equipment and materials safely and securely.</li> <li>• Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.</li> <li>• Collect and dispose of waste.</li> <li>• Undertake, during holiday periods and staff development days, a complete 'deep' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards etc., to ensure all areas are clean and fresh</li> <li>• Attending training courses as required.</li> <li>• When on the school premises to complete the signing in and out procedures and to keep to specified times</li> <li>• Ensure all policies applicable are followed including - Safeguarding, H&amp;S, all personnel policies, mobile phone policy etc</li> <li>• To work as a team with all cleaners and to cover areas when a member of the team is absent.</li> <li>• Lock up the site to ensure the establishment needs are met (as and when needed, as this is normally undertaken by the Assistant Site Manager).</li> </ul>
<b>GENERAL RESPONSIBILITIES</b>	To perform any other duties within the scope, spirit and purpose of the position as requested by the Line manager or Management.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous cleaning experience an advantage</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Use of a range of basic cleaning equipment, etc.</li> <li>Able to communicate factual information politely and courteously.</li> <li>Has everyday spoken skills e.g. face-to-face conversations.</li> <li>Able to listen, observe and report information to supervisor or line manager.</li> <li>Use of machinery.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>Manual handling.</li> <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> </ul> </li> <li>Able to recognise and to deal with emergency situations.</li> </ul>