

JOB DESCRIPTION

Job Title:	Cleaner
School:	Salmestone Primary School
Location:	College Rd, Margate, CT9 4DB
Reporting To:	Deputy Headteacher, Caretaker
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element of an application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

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.
- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work inline with the school ethos and the trusts' vision.

Key Responsibilities

- To carry out all cleaning tasks as directed by the Caretaker and senior leadership team, 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 trust.

- 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 and senior leadership team

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.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Professional development

- Take part in the school's appraisal procedures.
- Take part in the appraisal and professional development of others, where appropriate.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cleaner will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

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

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
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	Application & Interview
Commitment to working within the School's Safeguarding Policy and Procedures.	E	Application & Interview
Able to communicate effectively.	E	Application & Interview
Responsible, punctual and reliable.	E	Application & Interview
Good personal organisation.	E	Application & Interview