**ELMS SCHOOL JOB PROFILE**

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| **Name:** |  | | | | | **Date:** | | February 2019 | | | |
| **Job Title:**  Cleaner | | | | | | | | | | | |
| **SALARY INFORMATION:** | | | | | | | | | | | |
| **Hours:**  **12.5** |  | **Weeks:** | | 52 | **Band : KR2** | |  | | **Allowances:** |  | |
| **Hours of Work:** | | | 3.15-5.45pm during term time Monday to Thursday and either the same hours on Fridays or 2.15-4.45pm on Fridays (38 weeks) + 95 hours worked over the school holidays, days and times to be agreed. | | | | | | | |  |

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| **The School**  Elms School is a day special school for pupils aged 5 to 16 years. All pupils have a statement of Special Educational needs. Most have complex behavioural, social, emotional and mental health difficulties and additional learning difficulties, such as ADHD, adolescent psychiatric problems, attachment disorder issues along with challenging behaviours. The BESD pupils have deep-seated and long-term emotional needs, but are functioning at a higher academic level. A high percentage of pupils also have Autistic Spectrum Disorders.  Elms School has been recognised as Good, following an Ofsted Inspection in 2017.  Many pupils travel from a wide area across Kent to attend Elms School.  **Employment**  The post holder is expected to work within the rules and regulations laid down in the current “Kent Scheme” manual. The Head Teacher will take notice of advice given by professional associations. |

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| Accountable to: Head of Business and Premises  Appraiser: Head of Business and Premises |

**Purpose of job**

* To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed

**Duties**

* Undertake cleaning of allocated areas in line with specified standards and as directed.
* Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
* Store allocated equipment and materials safely and securely.
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
* Collect and dispose of waste.
* Refill and replace soap, towels and other materials.
* Any other duties commensurate with the role
* Undertake specialised cleaning programmes during school closures or other designated periods.

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| Agreed By ……………………………….  Job Holder | Approved By ………………………………………..  Manager |

**Person Specification: Cleaner**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **1. SKILLS, KNOWLEDGE & APTITUDES** | * Use of a range of basic cleaning equipment, etc. * Able to communicate factual information politely and courteously. * Has everyday spoken skills e.g. face-to-face conversations. * Able to listen, observe and report information to supervisor. * Use of basic equipment or machinery * 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. |
| **2. QUALIFICATIONS & TRAINING** | * You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications. |
| **3. EXPERIENCE** | * Previous cleaning experience an advantage |
| **4. PROFESSIONAL CONDUCT** | * A flexibility of approach to a variety of issues * Willingness and ability to listen and inspire confidence in colleagues * Ability to motivate and support colleagues * Professional integrity * A passion for making a difference to children and willingness to go the extra mile * Emotional resilience and a good sense of humour. |
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