



Ripplevale School School Cleaner Job Description

Name of Post Holder:

Post Title: School Cleaner – part time

Post Purpose: To ensure a high standard of cleanliness throughout designated areas within school

Reporting to: Senior Administrator

Responsible for: None

Liaising with: Caretakers and cleaning staff

Working Time: 16 hours per week Mon-Fri term time only plus inset days as agreed. Working hours may be negotiable but must after school day finishes (3:30)

Disclosure level: Enhanced

Summary of main duties/tasks of post

- To ensure a high standard of cleanliness throughout designated areas within the school site including staff, student and visitor WCs on a daily basis
- To ensure a high standard of cleanliness throughout the offices weekly & reception daily
- To assist in deep clean off all classrooms and offices during inset days as directed by Line Manager
- To alert Senior Administrator as to any significant resource problems.
- To maintain records in accordance with statutory requirements.

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend support and whole staff meetings as required.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.

Communications and Liaison

- To communicate effectively with colleagues as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as Open Day and Parents evening if required

Management of Resources

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist the Senior Administrator to identify resource needs and to contribute to the efficient/effective use of physical resources.

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

School Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General Duties

- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Child Protection

- To make yourself aware of all policies and ensure that you abide by Ripplevale School's Child Protection Policy & Safeguarding Policy, which contains the names and points of contact for all relevant agencies.
- To participate in all Child Protection and Safeguard training required by the school.
- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead.
- Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed..... (Employee) Name..... Date.....

Signed (Line manager) Name..... Date.....