

Job Description

Academy/School	Deeplish Primary Academy
Job Family	Site – Cleaning
Job Title	Cleaner
Grade	FT Grade 1 – SCP 2-4
Accountable to	Headteacher/Principal
Line manager	Site Manager

Purpose of the role

To provide a high standard of hygiene and cleanliness throughout the school, ensuring a safe and clean environment for staff pupils and visitors to the school in accordance with Health and Safety and Focus-Trust policies.

General Duties

- Undertake day to day cleaning of allocated areas/whole school in line with specified standards to ensure the premises are presented in the best possible manner.
- Operate domestic and industrial cleaning equipment and materials, following appropriate training
- Store allocated equipment and materials safely and securely and report any faults or maintenance issues to your line manager
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately
- Clean floors, including sweeping to control dust and debris and mopping to sanitize using hot water, with suitable cleaning products at the end of each school day.
- Steam clean carpet as part of a deep clean or when necessary
- Safely use electronically powered scrubbing, polishing and vacuuming machines to scrub, polish, spray and clean floors
- Safely use chemical agents as directed by the site manager in the discharge of cleaning operation or maintenance procedures
- Empty waste bins routinely, and transport waste material to designated collection points and support with internal and external litter picking as required.
- Clean glass vision panels
- Clean furniture, doors and other woodwork areas
- Undertake wall washing and inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during weekly cleaning maintenance programs.
- Follow cleaning routines
- Dust, damp wipe, wash or polish the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
- Move equipment/furniture to enable proper cleaning
- Clean toilets and cloakroom areas including toilets and sink areas on a daily basis
- Replenish consumable items including, soap, toilet rolls and paper towels, where required.
- Undertake specialist deep clean as directed by the line manager particularly during holiday periods and when supporting with staff absence.
- Report any Health & Safety concerns to the Site Manager immediately and record in line with school systems and procedures.
- Assist in maintaining a tidy and safe cleaning storeroom
- Adhere to the School's Health & Safety Policy

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

The post holder is required to carry out any such particular duties which the Principal/Headteacher may reasonably direct from time to time.

Administration

- Keep a check on cleaning stock levels and inform the site manager of low stock levels, e.g. of cleaning products.
- Carry out a stock check with the site manager on a monthly basis.
- Record all completed cleaning tasks on a daily basis.

Resources

- Maintain clean, tidy and organised work spaces and storage areas.
- Check equipment and machinery used and ensure health and safety guidelines are adhered to and report issues to line manager as appropriate.

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an School environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal/Headteacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with Trust's procedures.

Signed Post holder

Signed Line manager

Dated

Cleaner
Person specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
Experience		
Experience of cleaning and general upkeep of the site.	E	App/SP
Using general cleaning equipment, e.g. buffing machinery, vacuums and carpet cleaners.	E	
Experience of team working to work effectively with others and meet deadlines and goals	E	
Basic administrative experience including record keeping	D	
Skills and abilities		
Have an in-depth knowledge of cleaning equipment and techniques.	D	App/SP
Able to communicate clearly, understand and follow instructions	E	
Understand health and safety issues and good practice in relation to cleaning.	E	
Initiative to respond to unexpected problems using recognized procedures and policies as a guide	E	
Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.	D	
Basic Literacy and Numeracy Skills	D	
Ability to relate well to children and adults	E	
Able to undertake some tasks which need some physical effort and fitness appropriate to the duty.	E	
Knowledge		
Understanding of cleaning machinery and cleaning routines	E	
Good working knowledge of polices/codes of practice/legislation relevant to premises management and Health and Safety	D	
Child protection		
Understands why safeguarding is important when working with children.	E	App/SP
Able to maintain a high level of confidentiality and discretion at all times.	E	
Qualifications and training		
Willingness to gain a basic first aid certificate (as required)	E	
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP
Child Centered	E	SP
Integrity - Responsible adult role model and being a positive influence	E	SP
Self motivated and work to deadlines	E	SP
Reliable and understand the importance of good attendance	E	SP
Enthusiastic and optimistic	E	SP
Self-awareness, knowledge of strengths and limitations	E	SP

Integrity – Responsible adult role model and being a positive influence	E	SP
To be flexible and adaptable to the ever-changing needs of the school	E	SP
Able to remain calm and focused in a busy and demanding environment	E	SP