

Al-Noor Primary School (VA)

619-629 Green Lane, Goodmayes, Ilford, Essex, IG3 9RP
Tel: 020 8597 7576, Email: recruitment@al-noorprimary.co.uk, Website: al-noor.co.uk/va

JOB DESCRIPTION: SCHOOL CLEANER

Al-Noor Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Full vetting checks, including references prior to interview and a DBS check, will be undertaken.

HOURS: Permanent, part-time, 25 hours per week

SALARY: LBR1b (£8.58 per hr)

START DATE: 1st September 2018

TO WHOM RESPONSIBLE: School Business Manager and School Caretaker

PURPOSE

To provide a clean and hygienic school environment which meets specified cleaning standards

DUTIES AND RESPONSIBILITIES

Cleaning

- Clean all surfaces, fixtures and fittings in line with school schedule.
- Clean floors, walls, partitions and internal woodwork as appropriate.
- Clean toilets, changing rooms and other sanitary areas.
- Clean equipment after use and store securely and safely.
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises and instructions from the School Business Manager.

Waste

- Collect and dispose of waste correctly in a hygienic manner in line with the cleaning schedule.
- Clean and maintain waste bins, replace soiled bin liners and bin bags daily.

Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables, reporting low stock to the school caretaker, in good time for replenishment.

- Report faulty equipment & other maintenance requirements to the School Caretaker, in line with school procedures.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off and windows are closed at the end of each day, as appropriate.

Organisation

- Maintain and arrange orderly and secure storage of supplies.
- Ensure cleanliness of equipment, check for quality/safety- reporting any faults to the School Caretaker.
- Operate everyday equipment in accordance with instructions.

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health and safety, security, Data Protection and confidentiality, reporting all concerns to the appropriate staff member.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

General

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school improvement priorities set from time to time or in response to changing regulations. Any major changes will involve discussion and consultation with you.

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PERSON SPECIFICATION: SCHOOL CLEANER

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Personal Example

- You are an excellent role model for others in terms of your character, behaviour and manners as well as in your enthusiasm and positivity.
- You value spirituality, emotional development, morality, integrity, honesty, generosity, making positive contributions to society and working continuously for improvement.

Qualifications and Experience

- You hold qualifications in Cleaning and Support services at Level 1 or have equivalent experience or an equivalent qualification, or have the willingness to train to achieve these
- You communicate well in written and spoken English and have basic numeracy skills.
- You have relevant experience of cleaning of large premises.
- You preferably hold a minimum of level 2 or equivalent qualifications in English and Mathematics.
- You have preferably undertaken training in relevant areas that support the delivery of the job description.
- You preferably hold recent accreditation for appropriate first aid training.

Professional Attributes

- You have a reasonable level of fitness.
- You have patience and a fair-minded approach.
- You have good communication skills.
- You support the school's aims and values with vigour.
- You are creative, energetic and enthusiastic.
- You carry out your duties in a professional manner at all times.
- You are supportive towards others and take instructions and feedback well.
- You engage in motivating and encouraging pupils at all times.
- You have a strong work ethic.
- You have a pro-active approach to continually learning and developing yourself to improve your professional practice.
- You set a good example in terms of punctuality, attendance and reliability.
- You are proactive in matters relating to health and safety
- You are committed to the safeguarding of children, the protection of their welfare and well being and to the pursuit of excellent child outcomes.

- You have the ability to self-evaluate your learning needs and actively seek learning opportunities
- You relate well to children and adults.
- You work constructively as part of a team, understanding your roles and responsibilities and fulfill these diligently.
- You can work under your own steam independently and use your initiative well, observing professional boundaries accurately.
- You are highly motivated and self motivated.
- You have the willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.
- You have the willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff).
- You have the willingness to participate in development and training opportunities

Knowledge and Understanding

- You have a working knowledge of the role of and the skills expected from you.
- You are able to make reliable judgments on all aspects of the job description.
- You have high expectations for your professional performance and the of other staff members you work with or supervise.
- You have excellent organisational skills
- You have a willingness to develop your knowledge and use of specialist equipment/resources.
- You can use relevant equipment confidently and well.
- You have full working knowledge of relevant statutory frameworks and codes of practice and are aware of relevant legislation.
- You eagerly and enthusiastically participate in induction training and in development and training opportunities.
- You have awareness of health and hygiene procedures.
- You preferably have team-leading skills.
- You preferably have knowledge of Health & Safety procedures and precautions.
- You preferably have knowledge of COSHH regulations.
- You preferably have knowledge of moving and handling procedures.
- You know and understand how to communicate with others including cleaning team members, school staff and other stakeholders.
- You understand the principles of team work and how your own role fits into the catering and school team structures to achieve the school's aims and objectives.
- You can recognise where conflict exists and understand how it can be prevented and resolved.
- You know what to do if first aid or medical assistance is needed.
- You know how to maintain confidentiality and report data breaches to the School Business Manager.