

Job Title	Cleaner
Job Type	Permanent Role
Job Hours	12.5 hours a week x 52 weeks a year
Pay Grade/scale	OUTL1C (scale point 2)
Location	Hatchside School or Newbridge School
Responsible to	Facilities Manager

Job Purpose

To be part of a team that maintains the cleanliness of the school to a high standard.

The job purpose is to undertake the cleaning of the designated areas in accordance with instructions. The post holder will work as part of the premises team by providing a cleaning service after school hours and in the holidays, maintaining the school in a safe and hygienic condition at all times and providing general assistance to the premises team as required.

Duties and Responsibilities

- To undertake cleaning duties to a given area (this will change from time to time)
- To change working times during school holidays to undertake deep cleaning duties
- To work flexibly to accommodate the use of building outside of the schoolhouse i.e, clubs, holiday playschemes and building works, sickness cover and annual holidays
- Duties may vary between term and closure periods
- To ensure that health and safety procedures are being followed i.e. lone working and COSHH
- To undertake other related tasks when directed by the Caretaker/Facilities Manager

Daily routines:

- Wash and buff all classroom floors
- Hoover carpets in classrooms
- Clean sinks and taps
- Wash all toilet floors
- Wash sinks, taps, pans and cistern in toilets
- Wash and buff corridor

Weekly routines:

- Dust window ledges in classrooms
- Wash all metal work on changing beds
- Dust tops of toilet cubicles and pipe work

Person Specification/qualities

The successful candidate will:

- Have a friendly and positive attitude
- Work effectively in a team
- Be willing to attend any necessary training

- Be reliable and trustworthy
- Have attention to detail
- Have a pride in their work

Other Requirements

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- 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.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support differences and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- The above-mentioned duties are neither exclusive nor exhaustive, and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head of School /Line Manager commensurate with the skills, abilities and grade of the post.