



New Rush Hall School

NEW RUSH HALL SCHOOL

JOB DESCRIPTION

School Premises Staff – Cleaner

Salary/Scale Point: LBR 1C Scale Point 3 (£29,562 FTE, £6,975.35 Actual)

Contract type: Permanent 10 hours per week 44.29 weeks per year.

Reporting to: Cleaning Supervisor and Site Manager

Main purpose

Under the instruction and direction of the Cleaning Supervisor and Site Manager: Provide a clean and hygienic school environment which meets specified cleaning standards.

Main duties/responsibilities – Operational

Cleaning:

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms, and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods of compliance with specification for the premises.

Waste:

- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins

Main duties/responsibilities - Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights, aircon and other equipment are switched off at the end of the day as appropriate.

Main duties/responsibilities – Organisation

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety – reporting any faults to the Cleaning Supervisor or Site Manager
- Operate everyday equipment in accordance with instructions

Responsibilities

- 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.
- 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.

- Be responsible for own health and safety, as well as that of colleagues, pupils should always comply with health & safety policies and procedures.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The post holder must carry out their duties with full regard to the Schools Code of Conduct, Child Protection Policy, Acceptable Use Policy and all other Policies.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.

Person specification

Job Title	School Premises Staff (Cleaner) – Level 1	Grade	LBR 1C
School	New Rush Hall School		
Education and Qualifications: • Willingness to undertake induction training • Cleaning and support services /SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.			
Experience/Knowledge/Skills: • General Cleaning Work • Willingness to use relevant equipment • Ability to relate well to children and adults • Willingness to gain knowledge of cleaning products required to meet specified cleaning standards • Willingness to gain knowledge of health & safety procedures and precautions • Willingness to gain awareness of COSHH regulations • Willingness to gain awareness of health and hygiene procedures • Willingness to observe the Code of Safe Working Practice for Caretaking and Premises Staff • Willingness to participate in development and training opportunities • Ability to work on own or as part of a team			
Other job requirements: Enhanced CRB check.			