

Little Heath School: Job Description/ Person Specification Cleaner



Job Title: Cleaner (supply)

Hours: 10 hours per week

Salary: Grade 2 Point 3

Location: Little Heath School /Sixth Form

Reports to: Cleaning Supervisor/School Business Manager

Responsible for: Under direction of the cleaner supervisor: provide a clean and hygienic school environment

Cleaning:

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean catering areas
- Clean toilets, changing rooms and other sanitary areas and ensure adequate protection from contact with bodily fluids and faeces
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated Periods

Waste:

- Collecting and appropriate disposing of waste
- Clean and maintain waste bins

Tasks – Resources:

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to appropriate person
- 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 as appropriate.

Tasks – Organisation

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety – reporting any faults to the cleaner supervisor.
- 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 and confidentiality, 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
- Comply with health and safety policies and procedures at all times
- To arrange for Hepatitis B injection for your own protection
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.

Safeguarding

Little Heath School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to comply with the school's safeguarding policies and procedures.

The successful candidate will be subject to appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check, satisfactory references and other checks required for employment in a school.

The postholder is expected to maintain confidentiality and comply with the school's policies relating to safeguarding, data protection, health and safety, equality and diversity.

General

This job description is not exhaustive and may be reviewed and amended from time to time in consultation with the postholder to reflect the changing needs and priorities of Little Heath School.

The postholder may be required to undertake other reasonable duties appropriate to the level of the role.

This document will be reviewed annually as part of the performance management structure.

This document is signed as having been negotiated, agreed and seen by the person concerned and the Bursar.

PERSON SPECIFICATION

CLEANER

Experience:	• General cleaning work
Qualifications/training:	• Willingness to undertake induction training • Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these
Knowledge/Skills:	• Willingness to use relevant equipment • Ability to relate well to children and adults • Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards • Willingness to gain knowledge of health and safety procedures and precautions • Willingness to gain awareness of COSHH regulations • Willingness to gain awareness of health and hygiene procedures • Willingness to participate in development and training opportunities • Ability to work on own or as part of team