Highfields School
BE THE BEST YOU CAN

Job Description and Person Specification – Business Support Manager

'Post Title	Cleaner
Line Manager	H&S/Lettings/Evolve Manager
Salary	Scale 1
Hours	15 hours per week. 3.30 – 6.30 Monday - Friday 38 weeks per year with an additional 30 hours per annum worked during school holidays on dates to be agreed.
Job Summary	To work under the direction and instruction of the line manager to undertake individually, or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.
Application Process	Application and interview

Job Description

- Maintenance and cleaning
- Carry out cleaning tasks as directed by the appropriate supervisor to include:
  - sweeping
  - mopping
  - buffing
  - spray cleaning
  - suction cleaning
  - damp wiping
  - waste disposal
  - internal window cleaning eg doors, partitions
  - Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.
  - Cleaning of fixtures and fittings.
  - Use appropriate cleaning equipment and machinery.
  - Ensure the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and Highfields policies and procedures for Health and Safety and in accordance with training provided.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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 aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above

Person Specification

Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.

Applicants should be able to <u>demonstrate</u> how they <u>meet the core criteria</u> relevant to the post:

E= Essential D= Desirable A= Application I= Interview	Criteria Type		Identified By	
	E	D	A	I
Experience				
1.1. Experience of working or studying in a school or similar environment		✓	✓	
Qualifications, Training & CPD				
1.2. Good standard in literacy and numeracy		✓	✓	
1.3. Professional knowledge Awareness of COSHH regulations		✓		✓
1.4. Awareness of health and hygiene procedures		✓		✓
Knowledge & Skills				
1.5. Awareness of confidentiality issues between home and school.	✓			✓
1.6. Understanding of relevant policies and codes of practice.	✓		✓	
Personal Qualities & Attributes				
1.7. Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	✓		✓	
1.8. Good and effective communication.	✓			✓
1.9. Well-developed interpersonal skills to be able to relate well to a wide range of people.	✓			✓
1.10. Confidentiality, tact and sensitivity	✓		✓	✓

In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:

Committed to safeguarding and promoting the welfare of children
Ability to relate well to children and young people
Ability to work effectively in a team and relate to all people
Ability to stay focused whilst being able to problem solve and use own initiative as appropriate
Ability to organise, prioritise and complete tasks efficiently and effectively
Ability to communicate effectively and to impart clearly knowledge for the benefit of others
Openness to new ideas
Punctual, reliable and an ability to keep to deadlines
Ability to maintain confidentiality

We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.