Wadham School – Job Description

CLEANER

16.25 hours per week (2.15PM to 5.30PM)

Contract: Permanent
Weeks per Year: 40 (39 weeks during Term Time, INSET days & 1 Week during holidays)
Grade16 Pt. 2 Actual Salary £9417.00 per annum
Responsible to: Site & Resources Manager

Main Purpose

To ensure the designated area is cleaned to appropriate specification as directed by the school and in accordance with Health and Safety requirements

Main Responsibilities and Duties

- Empty waste bins and dispose of collection bags safely
- Wash, clean and polish floors using appropriate machinery and cleaning agents
- Wipe down, dust and polish furniture in a careful and thorough manner, checking tables and chairs for any damage likely to cause injury
- Undertake a deep clean during holiday periods, including washing walls, furniture and fixtures on site
- Operate a safe working environment for people still in the building (display appropriate safety signs when working etc.)
- Maintain the cleaning storage area in a clean, tidy and safe condition
- Maintain records of use of equipment and materials as required by the school and/or COSHH
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children
- To be a team player and contribute within own capabilities towards the school
- The post-holder may from time to time be required to carry out other duties commensurate with the role, such as respond to an emergency cleaning issue
- Works to strict deadlines within well-known routines and specifications
- Refers problems or difficulties to the Site and Resources Manager in a timely manner

Relationships

- Reports to the Site and Resources Manager
- Has no direct supervision of staff
- Has regular contact with staff, students, parents, officials and members of the public who access the site and Sports Centres

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Main Duties and Responsibilities Continued

Physical Working Conditions

- Continuously standing and walking across the school site with stairs and changing levels within
- Can be physically demanding work with frequent use of cleaning equipment in various sizes, e.g. polishers, mop buckets, scrubbing machines, wet vacs and vacuum cleaners which should be handled in an appropriate manner in accordance with instructions and specifications provided
- The use of potentially hazardous cleaning agents (COSHH Training required and can be given as required)
- The requirement to lift, carry and move cleaning equipment from areas across the site as required to be able to carry out cleaning duties
- Will be required to sometimes work in awkward positions such as toilet cubicles and at low levels, such as floors and skirting boards
- To clean toilets, classrooms, kitchens, laboratories, sports halls, general areas and offices to a high standard in an efficient and professional manner

Knowledge, Skills and Experience

- Experience in cleaning in a commercial business or school would be beneficial, but is not essential as training can be provided for ideal candidates
- Experience of using heavy duty cleaning equipment in an office/school environment would also be beneficial, but training can be provided for ideal candidates
- The ability to follow verbal and written instructions as given to carry out tasks as required
- The ability to comprehend and respond to radio communications where required
- Demonstrate excellent time keeping and motivation
- Excellent communication and interpersonal skills are essential

Personal Attributes

Education, Qualifications and Attributes

- Educated to a basic level of education
- Current COSHH training (or be willing to undertake this training)
- Safeguarding Training is mandatory and will be provided on site
- KCSIE Training is mandatory and will be provided on site
- Right to work in the UK is essential and documentation should be provided where required
- A DBS will be obtained for successful candidates at an enhanced level and all candidates are required to complete a criminal declaration at interview level

Note: This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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