

# JOB DESCRIPTION

**Cleaner**

**Scale 1**

## **Job Purpose**

- To clean designated areas of the school or sports college to an agreed standard and specification
- To actively participate in activities in support of the aims of the school

## **Safeguarding**

To be familiar with and follow all School policies, particularly those related to safeguarding including:

- Child protection
- Health and Safety
- Confidentiality and data protection
- To promote the welfare of children

**Accountable to:** Site Manager or Sports College Manager

**Hours of Work:** Variable dependent upon agreed contract

## **Key Accountabilities:**

### **Cleaning where allocated**

- To empty waste bins or similar receptacles, transporting waste material to designated collection points
- To sweep floors with dust control mops or brushes
- To suction clean carpeted areas and 'spot' clean carpets
- To use electrically powered scrubbing/polishing machines to burnish, scrub, polish, and spray clean floors
- To use electrically powered pick up machines as required
- To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, radiators, shelves, and fitments
- To clean toilets, urinals, hand basins and sinks, showers, and drinking fountains
- To remove graffiti and chewing gum
- To use chemical agents as directed
- To undertake wall washing and interior windowpane cleaning to a height no greater than body height plus arm's extension from floor level, during periodic cleaning programmes
- If employed in food technology rooms, to clean cookers and work surface areas in addition to normal duties, following appropriate hygiene and health and safety requirements
- To complete emergency cleaning for example, after flooding

### **Managing Resources**

- To monitor cleaning supplies to ensure sufficient stocks and the minimisation of chemical wastage
- To liaise with the Senior Cleaner over supplies of cleaning equipment
- To undertake routine checks of equipment, cleaning materials and uniforms and to inform the Senior Cleaner if any issues arise

## **Health and Safety**

- To ensure adherence to all procedures related to Health and Safety and COSHH regulations
- To always ensure the safe operation of cleaning equipment
- To ensure that necessary repairs to cleaning equipment are reported immediately, ensuring that unsafe equipment is taken out of use pending repair
- To ensure that all accidents and incidents are reported, including notifiable diseases

## **General**

- To actively contribute to the development of initiatives to improve the efficiency and effectiveness of the service, including ideas to support the raising of standards in the school and the community it serves
- The effective and efficient use of resources
- To maintain relevant records as required
- Undertaking any other duties which may be regarded as within the nature of the duties and responsibilities/grade of the post as defined, as specified by the Headteacher or line manager

## **Community**

- To work closely with parents and other members of the community where appropriate
- To promote the school within the community
- To demonstrate a keen interest in the life of the school

## **As a member of staff at The Joseph Whitaker School you are expected to:**

- Work in accordance with, and in support of the school's vision and values
- Contribute to the School's ethos by setting a good example to colleagues and young people
- Take part in appraisal activities and reviews as required by the school's policy and use the process to develop your personal and professional effectiveness

## **Special Factors**

- It is vital to the ethos of the support team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority
- The post holder may be required to attend, from time to time, training courses, conferences, seminars, or other meetings as required by his/her own training needs and the needs of the school
- Expenses will be paid in accordance with the local Conditions of Service
- This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

## **Person Specification**

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|   | <b>Essential</b>   | <b>Desirable</b>  |
|---|--|---|
| <b>QUALIFICATIONS</b>                             | <ul style="list-style-type: none"> <li>• Whilst no formal qualifications are required, good standards of literacy and numeracy are essential to fulfil the role</li> </ul>   | <ul style="list-style-type: none"> <li>• NVQ 1 or BICs in cleaning or similar</li> <li>• Award in Manual Handling</li> <li>• First Aid at Work Certificate</li> </ul> |
| <b>SAFEGUARDING</b>                               | <ul style="list-style-type: none"> <li>• Full understanding of safeguarding requirements and how staff promote the welfare of children</li> <li>• Enhanced CRB and validated references</li> <li>• Eligibility to work in the UK</li> </ul>  |   |
| <b>KNOWLEDGE</b>                                  | <ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety regulations including COSHH, and how they apply in a school cleaning environment</li> <li>• Knowledge of hygiene procedures</li> <li>• Knowledge of safe working practices</li> <li>• Ability to understand and apply School policies related to the post</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid at a level equivalent to at least the First Aid at Work Certification</li> </ul>                                   |
| <b>PERSONAL QUALITIES, SKILLS, AND EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to use own initiative and undertake decisions in emergencies</li> <li>• Ability to respond calmly and positively under pressure</li> <li>• Ability to work unsupervised and be able to work as a member of a team</li> <li>• Ability to relate well to pupils, parents, staff, and governors</li> <li>• Ability to communicate effectively, verbally and in writing, with colleagues</li> <li>• Good organisational skills</li> <li>• Efficiency</li> <li>• Self-motivated</li> <li>• Proactive</li> <li>• Willingness to undertake personal development and training</li> <li>• Flexible – able to meet deadlines against changing priorities</li> <li>• An understanding of, and commitment to equal opportunities</li> <li>• Hard working, conscientious and detail orientated</li> </ul> |   |