

**Job Title:** Cleaner

**Home school:** Frome College

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**Grade:** 1 Scale Point 3-4

**Responsible to:** Business Manager / Premises Manager

**Hours of Work:** 15 Hours Per Week

**Job Purpose** To fulfil a schedule of cleaning tasks, ensuring a high standard of cleaning in designated locations, using appropriate equipment.

### **Main Duties & Responsibilities**

- To carry out all tasks as directed by the caretaker, ensuring that the required standards and quality levels are maintained.
- To correctly use mechanical cleaning equipment ie. Floor buffer, rota wash and industrial carpet cleaner
- To correctly handle and use cleaning materials in accordance with recommended procedures
- To emptying waste bins or similar receptacles, transporting waste material to designated waste compound
- To mop floors either dry or wet
- To Vacuum and "spot" clean carpeted areas
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards/lockers, radiators, shelves and fittings
- To replenish consumable items (soap, toilet rolls) as required
- To undertake special cleaning programmes as directed to include wall washing or inside window pane cleaning
- Cleaners employed in food technology areas are required to clean cookers and work surface areas

### **School Support & General**

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department.
- To maintain confidentiality according to organisation and legal requirements.

- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

### **Physical Effort & Working Environment**

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties. There may be an increased level or physical effort required in areas for children with personal or specialist needs.
- Due to the nature of cleaning, there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

### **Personal Specification**

It is expected that the successful candidate would possess the following attributes:

<b>Essential</b>
A basic level of literacy and numeracy
Ability to follow and work to instruction
Works well as part of a team
Responds enthusiastically to a busy environment
Reliable and adaptable approach to work activities
Willing to work extra hours
Approachable and friendly
Able to <ul style="list-style-type: none"> <li>• Reach overhead and below the knees, including bending, twisting, pulling and stooping</li> <li>• Use electronic devices to communicate</li> </ul>
<b>Desirable</b>
Previous experience of cleaning

**Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

#### **Post Holder:**

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_