

JOHN PERRY PRIMARY SCHOOL

Charles Road, Dagenham, RM10 8UR Tel: 020 8270 4622

Executive Headteacher: Mr W Pedro Email: office@johnperryprimary.co.uk

Website: www.johnperryprimary.co.uk



Job Description

Job Title: Cleaner
Salary: Scale 1 (NJC)
Line Manager: Cleaning Supervisor

Job Purpose

As a School Cleaner, you are a member of the School's Premises Team and will contribute to the work of the school, working largely unsupervised ensuring that the school environment is clean, tidy and well maintained in line with the School's expected standards.

You will undertake general cleaning activities to a clear strict cleaning schedule of works which are monitored and supervised by the Cleaning Supervisor ensuring that the premises are cleaned to a high standard. Specific duties and designated areas of the premises are usually allocated depending upon the needs of the school. The nature and intensity of the work can vary regularly especially with inclement weather, school activities and whether the school is open or otherwise. During school closures, a programme of special cleaning is undertaken and you will be expected to fulfil this function. Although work is largely regulated by daily procedure, the post holder may also have to use their creative skills to resolve routine problems and issues encountered on the job, referring more complex matters to the Cleaning Supervisor or Premises Manager.

Main Responsibilities

1. For all areas within the school; Dust, damp wipe, wash or polish, all relevant surfaces, fixtures and fittings including desks, tables, chairs, window sills, window panes, internal glass, vision panels, walls, ledges and external surfaces (e.g., cupboards, radiators, shelves, fitments, interactive screens etc.), as and when required.
2. Clean all types of floors and mats (e.g., sweeping, mopping, vacuuming) using relevant equipment (e.g., dry/wet mops, brushes, vacuum cleaners etc.). This includes spot cleaning areas, where appropriate.
3. Use electronically powered equipment (e.g., scrubbing/polish machines) to burnish, scrub, spray clean, polish and buff floors (after receiving proper instruction and training).
4. Clear spillages, as required in accordance with school procedures.
5. Replenish consumable items (e.g., soap, toilet rolls, paper towels), as and when required.
6. Clean toilets, urinals, surrounding cubicle systems, hand basins and sinks, showers and any other items that may require cleaning.
7. Emptying, cleaning and maintaining waste bins or similar receptacles.
8. Collecting rubbish and waste, transporting to designated collection points in a safe manner.
9. Ensure any cleaning equipment is cleaned after use.
10. Ensure cleaning equipment and resources are stored and maintained appropriately reporting any faults/defects to the Cleaning Supervisor/Site Manager.
11. Ensure that entrances and exits are clear of any obstacles to maintain health and safety and fire procedures.

Additional Responsibilities that may be required:

1. Clean up bodily fluids using agreed safe handling procedures.
2. Respond to the results of emergencies and accidents (e.g., flooding, fire)
3. Lift, carry and move school furniture and equipment.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to undertake such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

The post holder will therefore undertake any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Standards and Quality Assurance

1. Meet school standards and support the aims and ethos of the school in the teaching and learning environment that is maintained.
2. Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and respond positively to new and alternative systems.
3. Comply with relevant health and safety legislation (including COSHH, PPE, risk assessments), policies and procedures in the performance of the duties of the post.
4. Dress appropriately meeting health and safety requirements for the cleaning tasks that are required.
5. Use appropriate resources (e.g. chemical agents) to undertake the requirements of the job after receiving proper instruction and training.
6. Attend team and staff meetings and training, as required.
7. Be proactive in matters relating to health and safety.
8. Be fully aware and understand the duties and responsibilities arising from applicable child protection and safeguarding procedures.
9. Maintain confidentiality and observe data protection, GDPR and associated guidelines, where appropriate.

Cleaners are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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Person Specification

CRITERIA	QUALITIES		
Knowledge	<ul style="list-style-type: none"> • General understanding and competency of Health & Safety Regulations and safe working practices. • General understanding of COSHH, PPE and the safe use of chemicals. • General understanding of cleaning and best practices. 		
Experience	<p>Experience is not essential as training will be provided. However, an understanding of general cleaning tasks is favourable and will include:</p>		
	<table style="width: 100%; border: none;"> <tr> <td style="border: none; vertical-align: top;"> <ul style="list-style-type: none"> • Vacuuming • Mopping • Dusting • Cleaning of toilets and related areas </td> <td style="border: none; vertical-align: top;"> <ul style="list-style-type: none"> • Scrubbing • Buffing • Carpet Cleaning • Rubbish/taste disposal </td> </tr> </table>	<ul style="list-style-type: none"> • Vacuuming • Mopping • Dusting • Cleaning of toilets and related areas 	<ul style="list-style-type: none"> • Scrubbing • Buffing • Carpet Cleaning • Rubbish/taste disposal
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Personal Qualities	<ul style="list-style-type: none"> • Willingness to clean any area of the school as requested by the Cleaning Supervisor, Premises Manager & Premises Assistant. • Willingness to take personal responsibility for standard of work undertaken. • Display pride and commitment maintaining a high level of cleanliness in all tasks. • Willingness to participate in further training and development opportunities offered by the school to further knowledge relating to the job. • Work cohesively with team members with an approachable 'can do' attitude. • Ability to work in an organised and methodical manner. • Ability to act on own initiative, dealing with any unexpected problems that arise. • Be physically capable of undertaking the service provision. • Good time management skills. • Ability to work well under pressure and prioritise effectively. • Ability to self-evaluate own work and actively seek opportunities for development. • Display good levels of communication and interaction. • Display, efficiency, honesty, motivation and integrity. • Able to operate professionally displaying discretion, when needed. • Able to multi-task and work within timescales. • Ability to relate to children and act as a positive role model. • Well-developed sense of empathy. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding, equality, diversity and inclusion. 		