



DEVONPORT HIGH SCHOOL FOR GIRLS
JOB DESCRIPTION AND PERSON SPECIFICATION
CLEANER

Post Title:	Cleaner
Grade:	Grade A Point 2
Hours:	12.5 hours per week: Monday to Friday 6.00am to 8.30am 39 weeks (term-time) 2 weeks in August, making a total of 41 weeks per year Flexibility will be required in the case of school events, lettings or evening openings and holiday cover.
Responsible to:	Cleaning Supervisor, Estates Manager
Responsible for:	No line management responsibility
Job Purpose:	Part of the team providing a cleaning service throughout the school.

Duties and Responsibilities:

1. To be responsible for cleaning an area of the school as instructed by the Cleaning Supervisor.
2. To assist with the cleaning and moving of furniture.
3. To use all cleaning equipment safely and correctly, ensuring adherence to the school's Health and Safety policy.
4. To switch off all unnecessary lights and appliances at the end of cleaning an area – following any special instructions to leave particular equipment on, e.g. for a science investigation. Liaise with the Cleaning Supervisor regarding equipment left on. Close all windows.
5. To deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
6. During holiday cleaning, to assist with deep cleaning of whole school as directed by the Cleaning Supervisor.

Health and Safety:

1. To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions, paying particular attention to heating, fire precautions and site cleanliness and the prompt recording of any hazards.
2. To co-operate with the employer on all issues concerning Health and Safety and Welfare.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting all concerns to an appropriate person.
4. Be aware of and support difference. Ensure equal opportunities for all. Contribute to the overall work and aims of the school.

5. To ensure the uniform/protective clothing provided by the school is both clean and tidy and presentable for normal working. To wear the uniform during normal working hours.

General:

1. To wear the school-issued ID badge at all times when on site.
2. To ensure equal opportunities for all.
3. To contribute to the overall work and aims of the school.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Qualifications, Experience and Personal Qualities

- Good communication skills and experience of working in a team environment
- Ability to relate with confidence to adults and young people
- Patience and a sense of humour
- Courteous and polite at all times
- Flexible attitude
- A record of good attendance
- Able to lift and carry

The post will be subject to requirements of the Rehabilitation of Offenders Act 1974, and as it includes access to children, An enhanced Disclosure Barring Check (previously known as a Criminal Records Bureau (CRB)) check is required.

Signed: Date:
Post holder

Signed: Date:
Head Teacher or Line Manager

Devonport High School for Girls is a state funded academy with a selective intake
Devonport High School for Girls Academy Trust is an exempt charity and is a Company Limited under Guarantee
and registered in England and Wales under Registration No: 7556657
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