



Ramsey Spinning Infant and Junior Schools

JOB DESCRIPTION

CLEANER

Grade:	Grade 1, point 2,
Contract:	Mon-Fri, 2hrs a day 15:30 - 17:30, 10 hrs a week term time plus 2 weeks (20 hrs) in the summer holidays TBC with Site Manager
Responsible to:	Executive Principal
Direct Reports:	Site Manager
Indirect Reports:	
Job Description Issue Date:	Jan 2023
Postholder Name:	
Postholder Signature:	

Purpose of the Role

To provide a high standard of hygiene and cleanliness throughout the School.

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. Ramsey Spinning Infant and Junior Schools are well-presented, well maintained Federated Primary Schools and we take pride in our learning environment.

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

- Where applicable, carrying out cleaning work, generally using machinery/equipment as allocated.
- Ensure all hard areas are free from litter and excessive accumulations of dirt and rubbish
- Empty litter baskets and bins, dispose of all rubbish and maintain cleanliness of dustbin areas.
- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
- Take the initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Site Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets. On occasion this may require a later start time i.e parent teacher consultation evening
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance.
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Report any Health and Safety issues to the Supervisor or School Business Manager
- Ensure that the premises and furnishings are cleaned in accordance with the School's standards and methods.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Executive Principal and or Vice Principals

Key Performance indicators

The school is cleaned to a high standard.

Key Relationships (Internal and External)

- Executive Principal
- Federation Senior Leadership Team (SLT)
- School based teaching and support staff colleagues

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

Person Specification - Cleaner

	Essential	Desirable
Knowledge and Experience		
<ul style="list-style-type: none"> ● Experience of undertaking a range of cleaning duties:- ● Vacuuming ● Dusting ● Mopping ● Scrubbing ● Buffing ● Disposing of waste ● Replenishing consumables 		x
Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials		x
Knowledge of COSHH and the safe use of chemicals.		x
Knowledge of cleaning best practices.		x
Professional Skills		
Ability to work effectively and supportively as a member of the school team	x	
Ability to work in an organised and methodical manner	x	
Ability to act on own initiative, dealing with any unexpected problems that arise	x	
Ability to demonstrate commitment to Equal Opportunities		x
Being physically capable	x	
Efficiency and discretion	x	
Honesty and integrity	x	
Motivation and flexibility	x	
Respect and professionalism	x	
Time management and multitasking	x	

Understanding and following safety rules	x	
Understanding and carrying out set tasks	x	
Understanding of health and safety regulations	x	
Personal Qualities		
Willingness to clean any area of the school as requested by the supervisor.	x	
Willingness to take personal responsibility for the standard of work carried out.	x	
Willingness to participate in further training and development opportunities offered by the school, to further knowledge.		x
Willingness to maintain confidentiality on all school matters	x	
Ability to manage some heavy lifting		x