



Waynflete Infants' School

Academy for Early Learning

Waynflete Infants School: Cleaner

Purpose:

The overall purpose of this job is to carry out essential cleaning and tidying tasks after school opening times in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness.

Context:

Generally, the post holder will be employed during term time only, with some occasions to enter the school during holidays to assist the site supervisor with deep cleaning tasks or floor polishing if required. Postholders may work alone in designated areas or as part of a team. Areas to be cleaned include classrooms, corridors, halls, dining areas, staff room and toilets. The postholder should be mindful that they are required to clean when pupils and staff are around.

Users of the service:

Typical users of this service include children, teachers, governors, parents, carers and educational professionals

Line Management:

Cleaners are supervised by the School Business Manager. As line manager, the School Business Manager is responsible for the work they carry out and to ensure the tools and equipment they use are adequate for the job. The line manager ensures that health and safety practices and procedures are followed.

Cleaners follow the directions they are given, and will report any concerns or anything unusual they may observe to the line manager.

MAIN ACCOUNTABILITIES:

- Clean designated areas of the school using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polisher as required to ensure a high standard of cleanliness and hygiene is maintained.
- Empty bins and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users.
- Top up consumables e.g. soap dispensers, toilet rolls, towels to maintain standards of hygiene and comfort for all users.
- Move furniture and equipment if required, with the assistance of colleagues as necessary to enable cleaning of all areas.
- On occasions as required, to undertake deep cleaning of walls, skirting boards, paintwork, handrails etc to ensure a high standard of cleanliness and hygiene is maintained.
- Clean up spillages as necessary in accordance with health and safety procedures or deal with as instructed by management.



Waynflete Infants' School

Academy for Early Learning

WORKING IN THE ENVIRONMENT	
Working Environment	The majority of work is undertaken indoors, with some work in the school grounds. Areas to be cleaned include toilets which receive high levels of usage from children aged 4-7. The postholder will be required to clean soiled toilets on occasion. Guidelines and procedures will be provided.
Physical effort/strain	The work is energetic and required continuous physical effort throughout the period of work.
Freedom to Act	<p>The postholder may have freedom to choose the order in which they carry out their tasks providing they work within the work schedule and work deadline as set out by the School Business Manager.</p> <p>The postholder has discretion to make requests for specific types of cleaning materials and products.</p> <p>The following may sometimes restrict the postholder from maintaining freedom to act:</p> <p>Health and Safety practices. School activities which may be ongoing in the designated area. Line management decisions.</p> <p>The postholder may need to prioritise their work if a school activity means that there is more cleaning and clearing to be done in one or more areas than normal. They will ensure that the basic levels of cleaning and removal of waste hazards are carried out.</p>
Planning, organising and controlling	<p>Most cleaning follows a set sequence and is only modified when other activities make it necessary. The line manager directs work and will set priorities as necessary. The post holder plans work to run in an efficient order.</p> <p>Work is supervised and reviewed by the line manager and the Head Teacher or delegated senior school manager for quality and standards.</p> <p>The post holder will meet regularly with the line manager and will discuss work on a daily basis. Any problems can be discussed in this way on a more formal 1:1 meeting.</p>