



Job description Cleaner

Post Held: Cleaner

Part Time – 12.5 hours per week, 15:30 to 18:00 Monday -Friday, 42 weeks per year which includes non-term time deep cleaning hours (actual hours tbc)

Responsible to: Business Support Manager and Headteacher

Salary: Bucks Pay Range 1 point 5 £23,104 FTE, (Actual salary £7,132 PA)

Purpose of Job:

- To provide a clean and pleasant environment to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it.
- To help maintain the fabric of the school building.
- To maintain cleanliness to prevent any health risk from occurring in school.

Duties and Responsibilities

- To clean specified areas of the school to the required standard as instructed by the BSM.
- Wash floors, surfaces, fixtures, and fittings, and walls up to a specified height.
- Put warning signs where floors have been washed and might still be in use.
- Cleaning inside windows up to a specified height.
- Sweeping and vacuuming floors.
- Polishing and dusting surfaces and furniture.
- Cleaning toilets.
- Use cleaning materials as appropriate, and according to their instructions for use.
- To empty bins and remove rubbish from the premises.
- To report any damages to school property or other relevant matters to the BSM.
- To use power cleaning equipment as directed.
- To undertake relevant non routine cleaning as instructed by the BSM.
- To undertake any relevant training as required.
- To comply with the requirements of the Health and Safety at Work regulations.
- To take reasonable care for the health and safety of themselves and for others.
- To cooperate with the employer in ensuring that health and safety responsibilities are carried out.
- PPE (personal protective equipment) is available, including aprons, gloves, and goggles.

Other

- To provide cover to other areas of the school in the event of absence as instructed by the BSM.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To undertake regular safeguarding training and adhere to all safeguarding policies
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure all information is treated confidentially and have absolute discretion at all times
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Our School Values are *Respect, Responsibility, Perseverance, Collaboration, Honesty, and Inclusion*

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher or Business Support Manager to carry out appropriate duties within the context of the job, skills and grade.

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		<ul style="list-style-type: none"> • Willingness to undertake further training
Experience	<ul style="list-style-type: none"> • Cleaning • Working in a team 	<ul style="list-style-type: none"> • Health and Safety • Understanding of working with chemicals (COSHH)
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work flexibly, independently and as part of a team 	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to plan, organise and prioritise • Use of electronic job ticketing systems • Basic IT knowledge
Personal qualities & attributes	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Has pride in the school premises with high levels of expectation to maintain a clean school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Able to work flexibly and out of school hours as required 	<ul style="list-style-type: none"> • Embraces change well
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out manual handling and lifting 	

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