

Job Description

Job Title:	Cleaner	School Name:	Hollydale Primary School
Grade and Range:	Grade 1 scp 1 - 2 £29,808 (Pro Rata Salary £7,686.08 per year)	Hours:	10 hours
Reports to:	Premises Officer / School Business Manager / Headteacher	Working Pattern:	Term Time Only 42 weeks per year
		Supervises:	None but may occasionally be required to show working procedures to a new cleaner at the school

Purpose and context:	<p>Assisting in the maintenance of the School as a clean, safe and secure learning environment, normally as part of a team.</p> <p>1. Cleaning designated areas as directed, working co-operatively and safely with other cleaning staff as required</p> <p>2. Securing and safe storage of school equipment. Reporting irregularities as appropriate.</p>
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Principle Accountabilities:

1. Cleaning all designated areas safely as directed by the Premises Officer of the school or her/his nominee, including:

- Emptying wastepaper bins in appropriate sacks. Dealing with potentially hazardous/infectious material - eg glass - in accordance with agreed safe working practices. Removing waste to designated areas.
- Putting away any teaching aids left on the floor, when in doubt reporting to the Premises Officer
- Damp dusting, wiping or polishing, as appropriate, all furniture and surfaces as directed
- Sweeping, vacuuming, mopping and washing hard all floor surfaces, as appropriate.
- Moving light furniture and equipment (eg desks and chairs) as required
- Clearing spillages of materials and removing resistant stains in the school's specialist areas, cleaning in accordance with agreed safe working practices
- Cleaning of toilets and washrooms to the required standard
- Replenish disposable items as necessary
- During school closure periods:
- Washing and disinfecting wastepaper bins
- Cleaning as appropriate walls (to a height that can be reached from the floor), doors, window blinds, furniture and empty shelves
- Assisted as necessary, clearing floors and cleaning as appropriate
- Cleaning teaching boards
- Cleaning and polishing glass in doors and partitions as directed by the Premises Officer

2. Securing and safe storage of school equipment. Reporting irregularities as appropriate, including:

- Collecting and returning cupboard and room keys as necessary. Ensuring doors are re-locked as required
- Cleaning all equipment when finished with

- Ensuring adequate stocks of cleaning materials are maintained and ordering further supplies from the Premises Officer as required. Overalls must be worn where provided
- Notifying Premises Officer of breakages and other safety hazards
- Notifying the Premises Officer of any intruders in the school, including pupils on site outside of school opening times, checking to ensure that doors and windows are secured
- Collecting up personal possessions left by teachers or pupils and handing these to the Premises Officer for safekeeping.

3. Child protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children’s Board and the school’s safeguarding policy.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils’ policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority’s interest, or in any way weaken public confidence in the conduct of the School’s business.
- Undergo and meet school conditions for a satisfactory enhanced CRB check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School’s policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	Cleaner – Grade 1	School Name:	Hollydale Primary School
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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A working knowledge of health and safety requirements with regard to hazardous substances. 	E	Indicate how skill will be assessed either application form, at interview or tested.
Experience:	<ul style="list-style-type: none"> ▪ Use of non-domestic cleaning equipment and materials. 	D	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to understand written and verbal instructions ▪ Ability to reach and bend, and also to move light furniture and equipment. ▪ Ability to work as an effective team member. 	E E E	
Special conditions:	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children. 	E E E E E E E	