

# **Lavington School**

## **Job Description – Cleaner**

**Job Title:** School Cleaner

**Grade:** Grade C3 – £12.85 per hour

Hours: 15:00 – 18:45 Monday to Friday, 18.75 hours per week, 41 working weeks per year

**Responsible to:** Cleaning Supervisor

**Job Purpose:** To generally support the cleaning function by providing a high-quality service for Lavington School.

### **Main Duties / Responsibilities:**

- Empty waste bins or similar receptacles routinely, and transport waste material to designated collection points.
- Clean floors, including sweeping to control dust and debris and mopping to sanitize using hot water, with suitable cleaning products at the end of each school day.
- Safely use electronically powered scrubbing, polishing and vacuuming machines to scrub, polish, spray and clean floors.
- Dust, damp wipe, wash or polish the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings.
- Replenish consumable items including, soap, toilet rolls and paper towels, where required.
- Clean toilets, urinals, hand basins and sinks on a daily basis.
- Safely use chemical agents as directed by the site manager in the discharge of cleaning operation or maintenance procedures.
- Undertake wall washing and inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during weekly cleaning maintenance programmes.

### **Administration**

- Keep a check on cleaning stock levels and inform the cleaning supervisor of low stock levels, e.g. of cleaning products.

### **Resources**

- Maintain clean, tidy and organised work spaces and storage areas.
- Check equipment and machinery used and ensure health and safety guidelines are adhered to.
- Provide support to staff as requested and in accordance with their own training and skill parameters.

### **Wider Responsibilities**

- Be aware of and comply with the Trust's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the site manager.
- Comply and assist with the development of policies and procedures relating to the cleaning and maintenance of the school, as required.

- Develop effective professional relationships with colleagues.
- Attend training as required
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people

It is vital to the ethos of the team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

### Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Be qualified in literacy and numeracy at Level 1 or equivalent.</li> <li>• Be willing to undertake training as required and assist in training colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous cleaning experience</li> <li>• Have a health and safety qualification, e.g. first aid</li> <li>• Health and safety training, e.g. COSHH</li> </ul>
<b>Experience</b>	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>• Successful working practices in cleaning.</li> <li>• Using general cleaning equipment, e.g. vacuums and carpet cleaners.</li> <li>• Fulfilling all spoken aspects of the role with confidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an educational environment</li> <li>• Basic administrative experience including record keeping</li> </ul>
<b>Knowledge and skills</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have an in-depth knowledge of cleaning equipment and techniques.</li> <li>• Understand health and safety issues and good practice in relation to cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an awareness of policies and procedures relating to working in a school</li> <li>• Be able to contribute to the wider school community and activities</li> </ul>

<b>Personal qualities</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"><li>• Flexible in terms of working hours including evenings in line with school calendar and lettings.</li><li>• Eligible to work in the UK.</li><li>• Open to having the relevant security checks made on them, e.g. an enhanced DBS check.</li><li>• Suitable to work with children and young people.</li><li>• Able to communicate effectively.</li><li>• Flexible and positive towards change.</li><li>• Willing to work as part of a team.</li><li>• Reliable and organised.</li><li>• Approachable and self-motivated.</li><li>• Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.</li><li>• Able to maintain a high level of confidentiality and discretion at all times.</li></ul>	
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