

Job Description: Senior Cleaner (Scale 3)

School: Deptford Park Primary School

Grade: Scale 3 (NJC SCP 5-6)

Contract: 15 hours per week, term time only

Responsible to: Cleaning Supervisor/Premises Manager

Job Purpose

To achieve the high standards of hygiene necessary for the health and safety of pupils, staff and visitors to the school. Under the instruction/guidance of the Cleaning Supervisor and Premises Manager, provide general day cleaning support to the school to maintain an environment that will encourage effective working and learning and support the school's safeguarding priorities.

Main Duties and Responsibilities

1. Ensure all designated areas are free of dust, litter and washed frequently according to a pre-arranged schedule.
2. Ensure the appropriate level of cleaning to the best standard, including the wooden floors
3. Monitor toilet/wash areas ensuring adequate toilet rolls, hand towels and soap are available, and waste bins are emptied.
4. Refilling hand towel and soap containers in classrooms when required.
5. Sweeping of playgrounds, emptying of playground bins regularly.
6. Undertake waste management and ensure that bins are emptied regularly.
7. Cleaning up bodily fluids and checking soiling of toilet areas through day and at other times requested by Office Staff in accordance with guidelines on Health and Safety.
8. Cleaning internal windows throughout from a standing position to arms reach at appropriate intervals and exterior windows at ground floor level.
9. Undertake the cleaning of all flooring in designated area using a vacuum cleaner, broom or mop, ensuring that the floor is left free of dust, litter and washed frequently according to a pre-arranged schedule.

10. Dust or wipe down furniture using polish or proprietary cleaning materials.
11. Periodically wash paintwork on walls, windows and doorways.
12. Clean hand basins and toilets to acceptable standards of hygiene.
13. Report any building repairs that are noted during duties.
14. Assist with movement of furniture and portage.
15. Undertake additional infection control cleaning as and when required.
16. Undertake all duties in line with the policies of the school, especially those surrounding equality of opportunity and raising achievement.

General

1. To attend for work reliably and punctually.
 2. To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
 3. To continuously develop your own practice, taking responsibility for identifying and addressing own training and development needs.
 4. In carrying out the tasks in this job description you have a duty (under Health and Safety Legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for students.
 5. To carry out, as and when required, any additional tasks or responsibilities as are reasonably compatible with this job description and its objectives.
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Person Specification – Senior Cleaner

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Note to candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Equal opportunities

Commitment to implement the Council's Equal Opportunities policy (S)

Awareness of Equal Opportunities issues (S)

Knowledge

Various cleaning techniques (S)

Health and Safety issues relating to school sites (S)

Aptitude

Able to work flexibly as part of a team (S)

Skills

Able to contribute to the development of our team of cleaners (S)

Experience

Of cleaning business or school premises

Of working as part of a team (S)

General education

Basic literacy and a willingness to undertake training in cleaning techniques and Health and Safety issues.

Commitments

The candidate will need to show commitment to:

- Implementing the aims and values of the school
- Commitment to implement the School's Equal Opportunities Policy
- Doing the work required to the best of your ability
- Providing a safe, clean, tidy and secure environment for the children and all who work at and use Deptford Park.

Personal qualities

- Reliability and conscientiousness
- Good timekeeper
- Hard working and enthusiastic
- Trustworthy
- Approachable
- Ability to use your own initiative
- Proactive approach to work
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Deptford Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an enhanced disclosure from the Disclosure and Barring service. The successful candidate will also be subject to an overseas criminal record, qualifications and reference checks.

Deptford Park Primary School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.