



## Job Description

<b>Post Title:</b>	<b>Head Cleaner</b>
<b>Location:</b>	<b>John Clifford School</b>
<b>Hours of work:</b>	Part Time, Term Time Only Plus one week 6.30am to 9.30am a day - 16 hours a week
<b>Salary:</b>	NJC Grade 2 Point 2-4 £22,366 – £23,114
<b>Actual Salary:</b>	£8,496 - £8,780 16 hours – 6.30am – 9.30am plus one week (40 weeks) Term Time Only
<b>Reporting to:</b>	<b>Site Manager</b>

## Purpose of Role

A wide range of duties and responsibilities connected with the fabric and grounds of the school.

## Nature and Scope

Working under the direct supervision of the Site Manager you will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer packages where appropriate. Specific responsibilities include:

## Main Duties and Responsibilities

### Security

- Carrying out security procedures for school buildings and grounds.
- As a key holder, opening and closing of school premises, including gates, doors, windows, fire exits etc.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.

### Cleaning

- Clean sickness and spillages as required.
- Restock of supplies to toilet areas, hand towels, soap etc.
- Restock of cleaning chemicals to cleaner stores in various locations.
- Carry out internal/external window cleaning where required

### Maintenance

- Carry out minor works in order to improve the site.
- Carry out weekly flushing activates to maintain compliance with Legionella monitoring (training will be provided).

### Grounds

- Maintain cleanliness and general tidiness of all external hard areas.
- Salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises.
- Empty litter bins on a daily basis and litter pick.
- Clean and clear all drains and gullies to ensure effective and healthy operation.



- Inspect outside fabric of school, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc reporting any failures.

### **Porterage**

- Take delivery of parcels, deliveries, stores materials and other goods for distribution around school.
- Move such items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.
- To prepare for school events, to set out and put away furniture for meetings, assemblies, lettings etc
- To ensure that site storage areas are kept clean and tidy

### **General**

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- To remain up to date with relevant policies/codes of practice and awareness of relevant legislation.
- Attend and participate in relevant meetings.



## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Competent at basic building repairs and maintenance and grounds maintenance		X
Experience of commercial cleaning operations	X	
Competent with use of computers, email, online training etc	X	

	Essential	Desirable
<b>Knowledge and skills</b>		
Willing to undergo training as required; able to understand and apply regulations (such as health & safety, manual handling regulations etc.)	X	
Able to operate electrical/battery operated equipment	X	
Reading, writing and numeracy skills sufficient to check reporting paperwork sheets, delivery notes, etc	X	
Able to regularly handle/carry heavy items.	X	

	Essential	Desirable
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	X	
Initiative and ability to prioritise own work to meet deadlines	X	
Efficient and meticulous in organisation	X	
Able to follow direction and work in collaboration with the site team	X	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	X	
Recognition of the importance of personal responsibility for health and safety	X	
Commitment to the Trust's ethos, aims and whole community.	X	

