

JOB DESCRIPTION

SCHOOL: Eggescliffe

POST TITLE: Cleaner

GRADE: C (SCP 10)

REPORTS TO: Operations Manager

MAIN PURPOSE: Under the direct instruction of the Cleaning Supervisor and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

TASKS:

RESPONSIBILITIES:

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet

MATERIALS/SUPPLIES:

- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools

HEALTH & SAFETY:

- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

OTHER:

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

POST TITLE: Cleaner

GRADE: C (SCP 10)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Basic skills/induction • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • COSHH training • Health & Safety training • The Support Work in Schools VQ (SWIS) • NVQ Level 1 in Cleaning
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working as part of a team 	<ul style="list-style-type: none"> • Previous cleaning experience
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Ability to work as a team member • Ability to work to deadlines 	<ul style="list-style-type: none"> • Ability to use heavy cleaning equipment, e.g. buffer
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Pleasant and friendly manner • Polite and punctual • Reliable • Commitment to achieving high standards of cleanliness and hygiene • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	