Wollaston School

CLEANER

Job Description

2016

WOLLASTON SCHOOL

JOB DESCRIPTION

NAME OF POST HOLDER:

Job Title:	**Cleaner**
Hours:	*Up to*17.5 hours per week, working term time only [39 weeks per year] 06:45 am – 08:45 am [AM] and/or 3:00 pm – 6:30 pm [PM]
Salary:	Support Staff Pay Grade B, point range: 6-8 Actual Salary: *from* £5,507 per annum *[£7.06 - £7.19 per hour]*
Reporting to:	Cleaning Supervisor
Key Link relationships:	Assistant Site Supervisors [x3 staff: working a rotating shift system] and Premises Manager
DBS [was CRB] Disclosure Level:	Enhanced

Role Summary:

- Working as part of a team and under the guidance of the Cleaning Supervisor (as required), to carry out essential cleaning tasks – outside of school opening hours – in designated areas of the school.
- You will ensure that the school premises are cleaned to the required standards of cleanliness and hygiene, according to health and safety requirements, and for the comfort, safety and wellbeing of school staff, students and visitors.

Core Responsibilities:

- To clean designated areas of the school using appropriate equipment and materials (including mopping, sweeping, vacuuming, polishing, buffing, scrubbing, washing and cleaning windows/glass) using hand and powered equipment provided.
- To empty litter bins and place rubbish in the appropriate disposal unit – according to school policies on waste and recycling, for efficiency and hygiene standards for all school users.
- To top up consumables (eg soap dispenser, toilet rolls, towels) to maintain standards of hygiene and comfort for all users.
- To monitor and request replenishment of materials/stock required to refill your designated cleaner's cupboard area (located within individual work areas across the site).
- To move furniture and equipment as/if required, with the assistance of colleagues as necessary, to enable cleaning of all areas. To use steps safely (if required) for ease of accessibility in lower level cleaning.
- To be available for any urgent cleaning duties (including spot, emergency cleaning, breakages & spillages/quick clean-ups) which may be necessary during your working hours.
- On a regular and appropriate periodic basis, to undertake cleaning of walls, skirting boards, paintwork, staircases and handrails etc.
- In set periods during the school closure/holiday periods, to undertake deep or extended cleaning [as required/coordinated by the Cleaning Supervisor].

- Working actively as part of the school cleaning staff team – and as directed/necessary – to support and assist in the cleaning of other areas of the school site than your own designated area(s), as required (eg due to staff absence).
- To actively engage in any mandatory training provided – as deemed necessary by the Cleaning Supervisor and/or Premises Manager – adopting the cleaning methods and systems shown.

HEALTH AND SAFETY

- To ensure the school's Health & Safety Policy and Procedures are adhered to at all times.
- To ensure that all cleaning materials and equipment are used in a safe manner and are kept secure. To understand COSHH requirements and method statements, and know how to interpret and follow them (as appropriate).
- To use all equipment in a safe manner, and be appropriately trained to do so, and to take responsibility for wearing the correct clothing/attire [a uniform and PPE will be provided].

Generic Responsibilities:

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other key stakeholders of the school. To pass on information of a personal nature regarding a student to an appropriate member of staff [eg any disclosures made which should be reported to the Child Protection Team].
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the School's commitment to 'Every Child Matters,' enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. To contribute to whole school events as/when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
- To carry out any other reasonable duties or requests of your line manager, that are in keeping with this post or as may be determined from time-to-time by needs of the school.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed ……
Cleaner

Signed ……
Headteacher

Dated ……

Dated ……

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change and the jobholder is expected to be flexible with this. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

	Essential	Desirable
SKILLS, KNOWLEDGE & EXPERIENCE		
Professional/previous cleaning experience – with a demonstrable understanding and knowledge of a range of cleaning methods, materials and resources	√	
At least a basic level of secondary education (or equivalent)	√	
Ability to adhere to working procedures, codes of practice and policies within the school environment	√	
Able to perform the physical tasks required by the varying duties of this post, including carrying tools/equipment around the school site (as necessary)	√	
Experience of working within a school environment and/or in similar role		√
PERSONAL QUALITIES		
Ability to operate effectively as an individual – without the need for close supervision, and as part of the wider cleaning staff team	√	
Sound interpersonal and communication skills, with a clear customer service approach. An ability to build and maintain effective working relationships with all users of the school site (as required)	√	
Ability to manage time effectively and demonstrate initiative (including establishing clear priorities), and with a high level of attention to detail	√	
Good organisational skills, with the ability to be flexible as/when required	√	
A commitment to providing an effective, responsive and supportive cleaning service to the school, together with a willingness to constantly improve	√	