



Longbenton High School

Job Description	
Job Title	Cleaner.
Salary	Grade 2
Contract	Permanent part-time. 1 post x 10 hours per week
Responsible to	Site Manager
Date of job description	October 24
Start date	ASAP

Primary purpose of the role & key responsibilities
<input type="checkbox"/> Under the direction of the Site Manager/Senior Leadership Team, cleaning of designated areas within the school premises to ensure they are kept in a clean, safe and hygienic condition.

Main responsibilities/duties
<input type="checkbox"/> Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings.
<input type="checkbox"/> Use of general electrical equipment (polishers, vacuums etc) in a safe and proper manner, following all safety precautions including checking for damage to cables and plugs
<input type="checkbox"/> Assist in setting up of the hall, as and when required
<input type="checkbox"/> Attend any training courses relevant to duties
<input type="checkbox"/> Appropriately clean areas in and around school such as; toilet areas, stairways and landings, offices and classrooms, halls and gyms, specialist units and suites
<input type="checkbox"/> Be responsible for appropriately cleaning any spillages in school or grounds when on duty
<input type="checkbox"/> To undertake any other duties appropriate to the grade of the post
<input type="checkbox"/> Comply with school health and safety policies, including but not limited to; risk assessments, use of personal protective equipment, cleaning products use, and storage protocol and COSHH assessments
<input type="checkbox"/> Comply with health and safety legislation, promoting a safe working environment
Safeguarding
<input type="checkbox"/> Demonstrate a commitment to keeping young people safe.
<input type="checkbox"/> Report any disclosures made using BROMCOM.
General

- Maintain positive relationships and work together as a team with colleagues.
- Promote a culture of inclusion and acceptance of all students.
- Contribute to the overall ethos and aims of the school and uphold the school values.
- Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Comply with, promote and act in accordance with all school policies.
- Undertake CPD relevant to the post and whole staff training, as required.

Person Specification

Selection criteria	Essential	Desirable	How assessed
EDUCATION & TRAINING	<ul style="list-style-type: none"> → No formal qualifications necessary → Comply with Health and Safety legislation 	<ul style="list-style-type: none"> → Entry level certificate/entry level skills for life 	<ul style="list-style-type: none"> → Application Form → Interview
EXPERIENCE	<ul style="list-style-type: none"> → No formal experience necessary 	<ul style="list-style-type: none"> → Some experience of cleaning in a commercial environment 	<ul style="list-style-type: none"> → Application Form → Interview
SKILLS	<ul style="list-style-type: none"> → Basic numeric and literacy skills → Organisational and communication skills → The ability to follow instructions and objectives → Flexibility in the variety of tasks → Thorough approach and attention to detail → Good time management → Ability to work as a team and unsupervised, using own initiative where necessary 	<ul style="list-style-type: none"> → Knowledge of cleaning methods 	<ul style="list-style-type: none"> → Application Form → Interview
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> → Enthusiastic and adaptable → Positive, can-do attitude → Ability to form and maintain appropriate relationships with children → Excellent attendance and punctuality → Good command of English language → Aligned with our school ethos and values 		<ul style="list-style-type: none"> → Application Form → References → Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> → Fully supported references → Suitability to work with children (DBS) 		