

| **Job Description** |
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| **Job Title** | Cleaner. 2 posts. |
| **Salary** | Grade 2  |
| **Contract** | Permanent part-time. 1 post x 10 hours per week1 post x 15 hours per week |
| **Responsible to** | Site Manager |
| **Date of job description** | October 24 |
| **Start date** | ASAP |

| **Primary purpose of the role & key responsibilities** |
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| * 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.
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| **Main responsibilities/duties** |
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| * 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.
* 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
* Assist in setting up of the hall, as and when required
* Attend any training courses relevant to duties
* Appropriately clean areas in and around school such as; toilet areas, stairways and landings, offices and classrooms, halls and gyms, specialist units and suites
* Be responsible for appropriately cleaning any spillages in school or grounds when on duty
* To undertake any other duties appropriate to the grade of the post
* 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
* Comply with health and safety legislation, promoting a safe working environment

**Safeguarding*** Demonstrate a commitment to keeping young people safe.
* 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.
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| **Person Specification** |
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| **Selection criteria** | **Essential** | **Desirable** | **How assessed** |
| **EDUCATION & TRAINING** | * No formal qualifications necessary
* Comply with Health and Safety legislation
 | * Entry level certificate/entry level skills for life
 | * Application Form
* Interview
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| **EXPERIENCE** | * No formal experience necessary
 | * Some experience of cleaning in a commercial environment
 | * Application Form
* Interview
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| **SKILLS** | * 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
 | * Knowledge of cleaning methods
 | * Application Form
* Interview
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| **PERSONAL ATTRIBUTES** | * 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
 |  | * Application Form
* References
* Interview
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| **SPECIAL REQUIREMENTS** | * Fully supported references
* Suitability to work with children (DBS)
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