

| **Job Description** | |
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| **Job Title** | Cleaner. 2 posts. |
| **Salary** | Grade 2 |
| **Contract** | Permanent part-time.  1 post x 10 hours per week  1 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. |

| **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. |

| **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 |
| **EXPERIENCE** | * No formal experience necessary | * Some experience of cleaning in a commercial environment | * Application Form * Interview |
| **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 |
| **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 |
| **SPECIAL REQUIREMENTS** | * Fully supported references * Suitability to work with children (DBS) |  |  |