

Salary Range:	£25,614 FTE Dorset Grade 2
Accountable to:	Site Manager, Operations Manager/Business Manager
Place of Work:	Upton Schools – Upton Infant School
Hours:	12.5 hours per week, term time plus 2 weeks

Role Remit:

At Hamwic Education Trust (HET), our Cleaner's, under the direction of the Site Manager are responsible for:

- Maintaining a clean, hygienic and safe environment for students, staff and visitors.
- Ensuring the school premises meet the highest standards of cleanliness

Main Responsibilities:

1. Cleaning and Hygiene

- Carry out cleaning tasks set out in the school's cleaning schedule
- Clean hard surfaces, floors, walls, windows, fixtures, fittings, and equipment to an agreed standard.
- Use cleaning materials and powered equipment (e.g., vacuum cleaners, polishers) in a safe and appropriate manner and in accordance with any instructions and specifications provided.
- Ensure good hygiene is maintained using designated cloths and mops for different areas (e.g., toilets, classrooms, kitchens).
- Empty bins and dispose of waste appropriately.
- Clean up bodily fluids (e.g., vomit, excrement) when necessary.
- Use personal protective equipment (PPE) as provided.
- Contribute to maintaining a safe and healthy environment for children and adults, adhering to all Health and Safety regulations and requirements.
- Complete any appropriate records or documentation required by the school.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher (or other nominated supervisor).
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school
- Undertake regular training in relation to cleaning practices and annual statutory training.

2. Work Environment

- This role involves regular physical activity, including walking around the site, daily handling of cleaning equipment, chemicals and machinery and some lifting and handling of school furniture and equipment required.
- The post will also require, on occasions, cleaning of bodily fluids (e.g. vomit or excrement from toilet areas)
- Cleaning duties will be undertaken indoors on school premises.

The post holder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocations will be determined by the Headteacher/Line Manager

3. Safeguarding:

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Hamwic Education Trust is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Ability to work unsupervised, as well as within a team	E
	Ability to utilise cleaning materials safely in accordance with Health and Safety regulations	D
	Good knowledge of cleaning procedures, safety regulations, and maintenance process	D
	Ability to handle confidential information with discretion	E
	Knowledge of HET's Child Safeguarding procedures	E
	Commitment to equity, diversity, and inclusion	
Qualifications & Training	No formal qualifications required, however, some onsite training will need to be completed.	D
Experience	Previous experience is advantageous but not essential (initial training in basic cleaning methods and use of materials and equipment will be provided within the induction period; further training may be provided thereafter as required)	D
Personal Attributes	Empathy, resilience, and adaptability	
	Professional integrity and confidentiality	
	Commitment to continuous improvement	
	Positive and optimistic	
	Sense of accountability	
	Emotional resilience and the ability to remain calm and focused under pressure	
	Able to work in a professional manner as part of a team	