



JOB DESCRIPTION	
JOB TITLE: CLEANER	
Salary: Grade 2 NJC RANGE points 3-4	HOURS/WEEKS: 20 hours per week: 3.30pm- 7.30pm/ 39 Weeks Per Year (38 Term Time + 1 Week)
REPORTS TO: Premises & Compliance Manager and Operations & Business Manager	
1.	PURPOSE OF JOB Maintaining the school site in a safe, clean and hygienic condition & provide support to the Caretakers as part of the Site Team.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES To be responsible for the cleaning of a specified area/s in accordance with the schools current standards and methods. To store cleaning equipment and COSHH materials in a safe and locked location. To report any defective equipment to their line manager immediately and to ensure item is taken out of use and clearly labelled. To ensure all consumables are checked and adequately stocked at all times, where required. (For example, Toilet rolls, liquid soap etc.) To report any accidents/near misses as per the school's accident reporting procedures. To report promptly any damage or vandalism to the site property and liaise with the Caretaker/s to ensure any damage is made safe and immediately rectified. To carry out site litter picking where required. To report to the immediate supervisor any problems relating to cleaning equipment and materials To be a key holder for the school premises where it is considered necessary by the Headteacher / Premises & Compliance Manager or Senior Leadership Team (SLT) To perform other tasks that may be reasonably expected of the position of cleaner.
3	MANAGEMENT OF PEOPLE

	Not applicable.
4	CONTACTS AND RELATIONSHIPS Routine contact with staff and pupils within the school, delivery workmen and members of the public.
5	CREATIVITY AND INNOVATION Some creativity may be necessary, for example when carrying out minor repairs, some innovative ideas to enable the site team to work more efficiently or cost effective.
6	DECISIONS - Working within clearly defined instructions, rules and procedures
a	Discretion – Little or no freedom to act outside of defined role and responsibilities.
b	Consequences – Issues would be quickly identified and remedied.
7	RESOURCES Cleaning Materials (COSHH), cleaning equipment, site equipment for maintenance.
8	WORK ENVIRONMENT
a	Work Demands – The postholder’s routine tasks may be varied but this does not impact on the completion of the overall task.
b	Physical Demands – Physical effort necessary associated with working at heights, use of equipment, bending, moving and manual handling, pushing for example use of buffing / scrubber machine, moving chairs & furniture, gritting during winter.
c	Working Conditions – Some lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.
d	Work Context – Minimal risk, post holder will be working with cleaning chemicals and equipment, may be very limited exposure to abuse/aggression from trespassers, children, parents or carers.
9	GENERAL
	Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
	The role of cleaner has been identified as significant and essential to the day-to-day running of the school and therefore holidays are not permitted to be taken during term-time. The school’s standard procedure for leave of absence will apply. Details of leave of absence policies will be outlined in the contract.
	Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.
	Health and Safety - The postholder is required to carry out the duties in accordance with the Schools’ Health and Safety policies and procedures.



Confidentiality - Any breach of confidentiality would automatically instigate disciplinary action in accordance with the school's disciplinary policy

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

Person Specification

Applications will be reviewed against the essential and desirable criteria below:

Experience	Essential (E) Desirable (D)
Able to work flexibly within a team	E
Ability to demonstrate a level of basic IT/PC skills	D
Experience of working in a similar role	D
Experience of working within a school environment	D
Health and Safety awareness including safe working methods to be used in accordance with COSHH assessments for hazardous substances (Training will be given to the successful candidate)	D
The right to work in the UK	E
Professional Knowledge & Skills	Essential (E) Desirable (D)
Understanding of required cleaning standards	E
Ability to be able to operate cleaning equipment	D
Ability to demonstrate and use initiative and foresight	E
Ability to follow instructions and work to given deadlines	E
Able to make appropriate decisions relating to everyday tasks/occurrences	E
First Aid qualification	D
Personal Attributes	Essential (E) Desirable (D)
A commitment to uphold high standards of personal and professional conduct	E
Promote equality, diversity and inclusion in all aspects of working practice	E
The desire and ability to make a significant contribution to the wider life of the school	E
Good inter-personal skills	E
A positive and flexible attitude toward change and improvement	E
Honesty, integrity and resilience with a positive, solutions focused mindset	E
Effective organisation and time management	E