

Job Title	Cleaner
Job Type	Permanent (and casual roles available)
Job Hours	12.5 hours a week x 52 weeks a year
Pay Grade/scale	Currently OUTL1c (2) (£9,494.97)
Location	Newbridge Lower School
Responsible to	Facilities Manager

### **Job Purpose**

To be part of a team which maintains the cleanliness of the school to a high standard.

The job purpose is to undertake the cleaning of the designated areas in accordance with instructions. The post holder will work as part of the premises team by providing a cleaning service after school hours and in the holidays, maintaining the school in a safe and hygienic condition at all times and providing general assistance to the premises team as required.

### **Duties and Responsibilities**

- To undertake cleaning duties to a given area (this will change from time to time)
- To change working times during school holidays to undertake deep cleaning duties
- To work flexibly to accommodate the use of building outside of the school house i.e, clubs, holiday play schemes and building works, sickness cover and annual holidays
- Duties may vary between term and closure periods
- To ensure that health and safety procedures are being followed i.e. lone working and COSHH
- To undertake other related tasks when directed by the Caretaker/Facilities Manager

Daily routines:

- Wash and buff all classroom floors
- Hoover carpets in classrooms
- Clean sinks and taps
- Wash all toilet floors
- Wash sinks, taps, pans and cistern in toilets
- Wash and buff corridor

Weekly routines:

- Dust window ledges in classrooms
- Wash all metal work on changing beds
- Dust tops of toilet cubicles and pipe work

### **Person Specification/qualities**

The successful candidate will:

- Have a friendly and positive attitude

- Work effectively in a team
- Be willing to attend any necessary training
- Be reliable and trustworthy
- Have attention to detail
- Have a pride in their work

### **Other Requirements**

- Contribute to the overall ethos/work/aims of the school and trust.
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentially, reporting all concerns to appropriate persons
- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role.
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Duties and responsibilities of the post may change over time as requirements and circumstances change.
- The school is committed to Safeguarding and promoting the welfare of the children and young people and expects all employees and volunteers to share this commitment.