

JOB DESCRIPTION

JOB TITLE: Cleaner

LOCATION: Battledown Centre

GRADE: Grade: 2 point 2

Contract: Permanent

Hours per week: 10 hours per week; Monday to Friday either 7.15-9.15am or 3.30 – 5.30pm; 38 weeks a year + 2 weeks in the holidays

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

JOB PURPOSE

As part of a team of cleaners, to clean designated areas of the school according to the standard procedures and cleaning schedules.

MAIN DUTIES AND RESPONSIBILITIES:

Under the direction of the Cleaning Supervisor:-

- to be responsible for ensuring the cleanliness of your designated area which includes daily:-
 - wiping surfaces (using only approved cleaning products)
 - sweeping and mopping floors
 - vacuuming carpeted areas
 - cleaning ceiling vents
 - cleaning and scrubbing toilet and shower areas
 - washing and cleaning mirrors, walls etc
 - emptying and washing bins
- to use cleaning agents appropriately and to ensure that they are used safely and stored according to instructions
- to replenish supplies e.g. soap, paper towels, toilet rolls
- to report cleaning supply requirements and stock levels to the Cleaning Supervisor
- to carry out heavy cleaning tasks and special projects as required e.g. deep cleaning
- to form good working relationships with the team
- to support other members of the team to meet standards and school objectives
- to report any Health & Safety issues to the Cleaning Supervisor immediately
- to ensure that all waste material is properly and safely disposed of
- to follow all Health and Safety regulations

- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and to report concerns to the appropriate person

GENERAL

- to represent the school at all times in a professional, positive and helpful way
- to maintain confidentially to sensitive and private information which the post holder may have access to in compliance with GDPR regulations
- to attend appropriate training courses as required
- to participate in the Appraisal/Personal Development Review process
- to attend meetings as required

QUALIFICATIONS/EXPERIENCE

Please refer to the Person Specification

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Cleaning Supervisor

PRINCIPAL CONTACTS

Staff, pupils, parents & other visiting professionals

SPECIAL CONDITIONS

Detailed procedures are described in the school's Cleaning Schedules.

Cleaners must use safe working practices at all times, and report any Health & Safety issues immediately to the Cleaning Supervisor.

Cleaners may be required to work in any part of the establishment, and may at times be asked to reduce work in one area to help cover essential work in another, for example if a colleague is absent.

This post requires physical fitness to meet work requirements which includes lifting and moving of equipment.

This post is term time only plus 2 additional weeks during school holidays to undertake deep cleaning.

The postholder will be expected to take all holidays when the cleaners are not required to work. The postholder may be asked to work at other schools within the MAT.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed:.....(employee)

Printed:.....(employee)

Signed:.....(HR Manager)

Date:.....

PERSON SPECIFICATION
Cleaner (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience		<ul style="list-style-type: none"> previous cleaning experience previous experience of working in a school setting
Knowledge & skills	<ul style="list-style-type: none"> attention to detail a willingness to undertake training as required ability to clean to a high standard, following school guidelines ability to follow instructions ability to work independently ability to work as a team member 	<ul style="list-style-type: none"> knowledge of cleaning chemicals and supplies
Personal qualities	<ul style="list-style-type: none"> ability to respond positively and sensitively to pupils and staff reliable ability to form good working relationships able to maintain confidentiality in all circumstances 	
Knowledge & values of the Trust		<ul style="list-style-type: none"> ability to identify with the Trust's values & principles demonstrate a commitment to the wider work of the Trust

<p>Special conditions</p>	<ul style="list-style-type: none"> • ability to move heavy equipment • physical ability to deal with work demands detailed procedures are described in the school's Cleaning Schedules. • Cleaners must use safe working practices at all times, and report any Health & Safety issues immediately to the Cleaning Supervisor and/or Estates Manager. • Cleaners may be required to work in any part of the establishment, and may at times be asked to reduce work in one area to help cover essential work in another, for example if a colleague is absent. • this post is term time only plus 3 additional weeks during school holidays to undertake deep cleaning • the postholder will be expected to take all holidays when the cleaners are not required to work • the postholder may be asked to work at other schools within the MAT. 	
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