

Job Description

Job Title:	Cleaner
Salary & Grade:	WHF NJC J1-3
Reports to:	Site Manager / Regional Estates Manager

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Cleaner

Under the direction of the line manager to fully contribute to site cleanliness ensuring all facilities are clean and available for use attaining high standards of cleaning and hygiene throughout the school environment.

Duties and Responsibilities of the Role:

Assist with the cleanliness of all areas, such as classrooms, toilets, the sports hall, main hall and any other areas as directed.

- Use of equipment as necessary after training.
- Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.
- Clean body fluid spillages using correct materials and Personal Protective Equipment (PPE).
- Clean all external areas ensuring all litter bins are regularly emptied and cleaned.
- Ensure all refuse is properly placed in the waste contractors bins at all times.
- Ensure that equipment is in a clean, safe & tidy condition.
- Carry out periodic deep cleaning such as light fittings after suitable training.
- Undertake general portage duties required for cleaning including the movement of furniture, equipment and storage of cleaning material

Security during cleaning

- Ensure that the grounds and building are secure and that trespassers are deterred.
- Ensure that all windows and doors are secured at the end of the day.
- Ensure lights and other equipment are switched off as appropriate

Organisation

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults
- Operate everyday equipment in accordance with instructions
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required

Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables

Health and Safety

- Immediately report to line manager any hazards that have been discovered. Ensure that all works undertaken do not present a hazard to themselves or others.
- Ensure that all fire exits are clear.
- Provide safe handling of cleaning materials.

In accordance with the provisions of the Health and Safety take reasonable care for yourself and others who may be affected by your acts or omissions at work and co-operate with the school so far as is necessary to enable it to perform or comply within its duties under any statutory health and safety provisions.

- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	