

## JOB DESCRIPTION

Employment Details	
Job Title	Cleaner
Reports to	Site Manager / Regional Estates Manager
Salary Band	WHFNJC J2-3

### 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 clearance, evidence of qualifications and verification of the right to work in the UK.*

Purpose of the Role
<ul style="list-style-type: none"> <li>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</li> </ul>

Responsibilities
<p>Assist with the cleanliness of all areas, such as classrooms, toilets, the sports hall, main hall and any other areas as directed.</p> <ul style="list-style-type: none"> <li>Use of equipment as necessary after training.</li> <li>Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.</li> <li>Clean body fluid spillages using correct materials and Personal Protective Equipment (PPE).</li> <li>Clean all external areas ensuring all litter bins are regularly emptied and cleaned.</li> <li>Ensure all refuse is properly placed in the waste contractors bins at all times.</li> <li>Ensure that equipment is in a clean, safe &amp; tidy condition.</li> <li>Carry out periodic deep cleaning such as light fittings after suitable training.</li> <li>Undertake general portage duties required for cleaning including the movement of furniture, equipment and storage of cleaning material</li> </ul> <p><b>Security during cleaning</b></p> <ul style="list-style-type: none"> <li>Ensure that the grounds and building are secure and that trespassers are deterred.</li> <li>Ensure that all windows and doors are secured at the end of the day.</li> <li>Ensure lights and other equipment are switched off as appropriate</li> </ul> <p><b>Organisation</b></p> <ul style="list-style-type: none"> <li>Maintain and arrange orderly and secure storage of supplies</li> <li>Ensure cleanliness of equipment, check for quality/safety - reporting any faults</li> <li>Operate everyday equipment in accordance with instructions</li> <li>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</li> <li>Contribute to the overall ethos/work/aims of the school</li> <li>Appreciate and support the role of other professionals</li> <li>Attend relevant meetings as required</li> <li>Participate in training, other learning activities and performance development as required</li> </ul>

### 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.

### Additional Duties 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.

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

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

### Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation'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 and 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 post holder 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 post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

*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 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. Any review will be carried out in consultation with the post holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Post Holder signature:</b>		<b>Signature Date:</b>	

## PERSON SPECIFICATION

### Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> <li>GCSE Maths and English grade C or above</li> <li>Willingness to gain knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning and support services NVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these</li> </ul>

### Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>General cleaning work</li> <li>Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff)</li> <li>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards and use appropriate equipment</li> <li>Willingness to participate in development and training opportunities</li> <li>Ability to relate well to children and adults</li> <li>Undertake bending, lifting, rubbing, scrubbing and stretching in the course of their duties e.g. cleaning, receiving deliveries of goods and equipment</li> <li>Setting out and putting away furniture, including high level cleaning</li> </ul>	

### Specialist Knowledge

Essential	Desirable

### Personal Traits

The successful candidate will:

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