



JOB DESCRIPTION: CLEANER

Contract: 15 hours per week (Monday to Friday)
Term-time plus 10 days

Pay Scale: Grade 4 Point 3

Responsible to: School Business Officer / Site Manager / Principal

Core

The Cleaner role is a valued member of the school's team; directly responsible to the School Business Officer and Site Manager. The successful candidate must carry out his/her responsibilities under the direction of the Principal and Governing Body in line with the school's policies and procedures with due regard to the Trusts Equal Opportunities Policy.

The main purpose of the role is to undertake regular cleaning duties as detailed below.

Key Responsibilities

Typical daily tasks include:

- Paper towels and toilet rolls to be replenished in all toilets as necessary.
- Carpeted areas in the school to be vacuumed. This includes offices, classrooms, entrances
- Wet areas in the classrooms to be mopped.
- Tabletops, sink areas and all worktops to be cleaned and wiped. This includes the kitchen worktop, sink area and staffroom.
- Waste bins to be emptied.
- Replenish hand wash
- Cleaning central hand wash stations
- Clean toilets and personal care spaces:
 - Floors to be swept and mopped, with germicidal agent
 - Skirting boards and windowsills to be wiped
 - WC Bowls, toilet seats and toilet doors to be cleaned and disinfected every day
 - Paper towels, toilet roll and soap should be replenished daily or as required
- Clean non-carpet areas in classrooms, corridors and shared spaces

Weekly tasks:

- Dust skirting boards, heaters, tops of plugs/light switches, cupboards tops and shelves in all rooms responsible for.
- Wipe down windowsills.
- Wipe the office desks.
- Glass cleaned on doors.
- Dust / clean display cabinets & windows particularly in reception areas

The additional days will be allocated by agreement in order to facilitate deep cleaning activities during periods of school closure and to ensure cleanliness of the building and facilities during school holidays following access to site for those contracted to 52 weeks.

Non-Cleaning tasks:

- To support the security, appearance and safety of the classrooms e.g. that windows are closed and any defects reported.
- Lifting and carrying as necessary.

Duties and General Responsibilities

- To adhere to existing working practices, methods, procedures, undertake any relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with school policies.
- To co-operate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the school equal opportunities policy.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- Contribute towards the overall ethos, work and aims of the school.
- Will demonstrate the ability to act on their own initiative and manage time effectively.

Whole School Ethos

- Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
- Contributes towards the School's Vision and Values
- Understands and works to the expectations set out within the Trust/school policies.
- Use the performance management process to drive school improvement through the raising of standards of teaching and learning
- Promote the wider aspirations of the school

Safeguarding and Child Protection

- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people
- Displays commitment to the protection and safeguarding of young people
- Values and respects the views and needs of young people
- Is willing to work within organisational procedures and processes and to meet required standards for the role
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Additional information

- Any damage to equipment or unsafe items to be reported to the site manager immediately.

- There may also be opportunity for additional work by supporting other sites within the Trust by covering cleaning duties on other sites, or by covering the cleaning duties of the Site Manager when on Annual Leave.
- Your usual place of work will be Stubbin Wood Primary School with some flexibility to work at other sites on occasion.