

Saracens Bell Lane

Job Description

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| Job Title: | Cleaner |
| Responsible to: | Caretaker |
| Hours: | Monday to Friday 3.30pm to 5.30pm, term-time only |

The main purpose of the role is to provide a clean and safe environment for users of the school building.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress

Your key responsibilities as **Cleaner** are:

- To carry out daily and ad hoc cleaning duties for your areas, which may include cleaning the hall, classrooms, other workspaces, offices and toilets, removing rubbish, cleaning internal windows and doors as required. This work will include some moving of chairs and desks.
- To be aware of COSHH requirements and to use and store all chemicals safely
- To undertake deep cleaning activities, including carpets and hall floors with specialised equipment, from time to time, as agreed with the Facilities Co-ordinator
- To be aware of health and safety on a daily basis and inform the Facilities Co-ordinator of any problems

Other Professional Requirements

- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school Health and Safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- To participate in training opportunities and professional development as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken. This job description may be varied from time to time in response to specific needs within the school and at the direction of the Caretaker.

Person Specification

| Criteria | Essential | Desirable |
|----------------------------|---|--|
| Qualifications | | NVQ or similar in cleaning |
| Experience | Experience of working as a cleaner | Experience of working as a cleaner in a school |
| Knowledge | The ability to understand and apply regulations such as health & safety, manual handling, COSHH | Experience of First Aid or willingness to undertake training |
| Personal Attributes | <p>Good communication and interpersonal skills</p> <p>Able to work in a team</p> <p>Able to show initiative</p> <p>Able to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post</p> <p>Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.</p> <p>Able to comply with Health & Safety regulations to ensure that all duties are carried out safely</p> <p>Able to maintain confidentiality</p> <p>Commitment to safeguarding and promoting the welfare of children</p> | Commitment to personal development |