

## Job Description - School Cleaner (morning)

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**RESPONSIBLE TO** : Site Manager & School Business Manager

**PAY SCALE** : Scale 1A (*actual salary £5,447*)

**TERMS** : 10 hours per week

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### MAIN PURPOSE AND OBJECTIVE

As part of the Premises Team to provide a comprehensive cleaning service in order to ensure a high standard of cleanliness and hygiene at Devonshire Hill Nursery and Primary School.

### MAIN RESPONSIBILITIES

1. Thoroughly cleaning allocated areas to the required specification (see below) using correct techniques and cleaning equipment.
  - Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
  - Emptying and cleaning bins
  - Cleaning hand basins and toilets including sanitary fittings and surrounds
  - Mopping and spray cleaning hard floor surfaces
  - Wiping and polishing and straightening furniture
  - Replenishing janitorial supplies (paper towels, soap, toilet rolls, waste bins etc.) in classrooms staff room, offices and toilets
  - Checking and closing windows, doors, switching off lights after work
2. Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
3. Undertaking training in use of methods, materials and equipment, as instigated by your Line Manager.
4. Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
5. Replenishing supplies of toiletries, plastic bags etc. as directed.
6. Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
7. Emptying vacuum cleaners and buffer vacuum bags at the end of each session.
8. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying Line Manager of any faults found.
9. Ensure mops, cloths etc. are washed and left to dry as appropriate at the end of each session.
10. Reporting immediately to your Line Manager any defective electrical sockets, lighting, vandalism etc. in your cleaning area.

11. Ensuring Line Manager is aware of low stock levels of materials and equipment for which you are responsible.
12. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
13. Undertaking 'deep cleaning' as directed during the School Holidays
14. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.

**Please Note:**

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

All staff in school are expected to:

- Demonstrate commitment in line with the school's high expectations
- Share the school's commitment to safeguarding and promoting the welfare of children and young people and to undertake a criminal record check via the DBS before appointment
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Carry out all duties with due regard to Health and Safety Regulations. Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of
- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equality Policy.
- Keep up to date with DFE statutory guidance and the school's website to accurately inform stakeholders as needed.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.
- Identify own areas for professional development and commitment to the school's ethos of educational lifelong learning; attending training as required.
- The post-holder is required to respect the confidentiality of matters relating to pupils, families and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA), details of which will be made available.
- The post holder must be aware of and comply with the schools code of conduct including the school's dress code.

# Person Specification

**RESPONSIBLE TO** : Site Manager & School Business Manager

**PAY SCALE** : Scale 1A (*actual salary £5,447*)

**TERMS** : 10 hours per week

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>- Some knowledge of Health &amp; Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.</li> <li>- The importance of hygiene in the work context</li> <li>- The dangers of mixing and working with chemical cleaning products.</li> </ul>
<b>SKILLS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- Experience of undertaking a range of cleaning duties</li> <li>- Ability to show consideration and support for other member of the school team.</li> <li>- Ability to work in an organised and methodical manner</li> <li>- Ability to carry out task to the required standard as part of a team</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>- Willingness to follow instruction and clean any area of the school as required by the line manager.</li> <li>- Work responsibly and safely at all times to ensure a good standard of work</li> <li>- Willingness to participate in further training and development opportunities offered by the school</li> <li>- Ability to maintain confidentiality on all school matters</li> <li>- Take pride in a job all done.</li> </ul>
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>- Must be in good health.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>- Commitment to the implementation of the school's Equality Policy</li> <li>- Willingness to undertake additional staff training/staff development as appropriate.</li> <li>- Ability to reflect on own professional practice.</li> <li>- Fantastic resilience with a real 'can do attitude'</li> <li>- A willingness to go over and above 'the call of duty'</li> <li>- Model a highly professional approach to education</li> <li>- Ability to collaborate effectively as part of a team</li> <li>- Absolute commitment to the safety and welfare of all students</li> <li>- A great sense of humour.</li> </ul>