



Thomas More Catholic School

Associate Staff

School Cleaner

Role Profile and Person Specification



THOMAS MORE CATHOLIC SCHOOL

Role Profile

Job Title:	School Cleaner
Pay:	NJC ScPt 6
Hours:	16.25hrs pwk, 3.15pm-6.30pm, Mon-Fri, Term Time only
Location:	Thomas More Catholic School
Reports to:	<ul style="list-style-type: none">• Cleaning Supervisor
Responsible for:	N/A
Role Purpose and Role Dimensions:	<ul style="list-style-type: none">• Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. This will be by following a cleaning rota.
Commitment to Diversity:	<ul style="list-style-type: none">• As a member of the School Cleansing Team to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes.• Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	None
Key Internal Contacts:	<ul style="list-style-type: none">• Site Premises Team• School Business Manager• Head of School• Cleaners• Other staff
Financial Dimensions:	N/A

Key Areas for Decision Making:

- Follow the cleaning rota in an effective manner.
- Selecting suitable cleaning materials and methods dependent on the surface/object being cleaned.
- Reporting to management, any item that is not covered adequately by the cleaning rota.
- Deciding when to move or not to move paperwork when cleaning classrooms, offices and staff rooms.
- Complete a daily written proforma to report any breakages, health and safety issues etc and give to Supervisor – the method of reporting such may change but essentially anything which constitutes a breakage / health and safety issues must be reported in writing – all colleagues should monitor and report not only the area they are responsible for but the school as a whole.

Other Considerations:

- Cleaning all forms of bodily fluid i.e. sickness, blood, excrement and vomit as required, taking necessary precautions.
- Unblock toilets.
- Carry out any tasks as reasonably requested by the Head teacher.

Key Accountabilities and Result Areas:

Following the Cleaning rota

Key Elements:

This will involve:

- Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
- Cleaning all forms of bodily fluid i.e. sickness, blood, excrement and vomit as required, taking necessary precautions.
- Reporting hazards, such as fire hazards, blockages, etc.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with TMCS's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of TMCS's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. (Whistle blowing Policy.)

Equalities

This will involve:

- The Governors of Thomas More Catholic School have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care**This will involve:**

- Able to demonstrate a commitment to customer care.

Health and Safety**This will involve:**

- Every employee is responsible for their own Health and Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Cleansing Team**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Supporting Best Value and electronic management of processes as required.
- Actively sharing feedback on school policies and interventions.



Thomas More Catholic School

Person Specification

Job Title:

School Cleaner

Essential knowledge:

- To communicate clearly and be able to understand written and verbal instructions.

Essential skills and abilities:

- Understanding of the basic principles of health and safety in a school environment including COSHH.
- Ability to carry out the work under minimal supervision.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.
- Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.
- Ability to fulfil their cleaning rota within the required time period to the quality standard expected.
- Cleaning all forms of bodily fluid i.e. sickness, blood, excrement and vomit as required, taking necessary precautions.

Essential experience:

None.

Special conditions:

- To be able to adapt the cleaning rota to comply with the service delivery of the school.
- Enhanced DBS check required.