

**Cleaner – Scale 1 point 1, £6,516 - 52.14 weeks per year**

**10 hours per week (AM shifts between 6:00am to 8:00am - Monday to Friday).**

### Purpose of role

A Cleaner is part of the school's site service support staff team responsible for ensuring the delivery of efficient and effective organisation and administration of school processes, procedures and policies deliver the best possible service to all stakeholders.

The purpose of the Cleaner role is to ensure that the designated allocated areas of the school premises are cleaned, sanitised and safe for use in line with the school's high expectations and health and safety regulations, under the guidance of the Cleaning Supervisor and Premises Manager.

The nature and intensity of the work required varies with the season and with whether the school is in session or not. During closures a school may carry out a program of special cleaning and a cleaner may be expected to contribute to these programs.

### General duties and responsibilities

- To carry out high standards of cleaning duties as directed by Cleaning Supervisor, Site Supervisors or Premises Manager.
- To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.
- To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.
- To dust/control dust/wash all furniture, equipment, fixtures, fittings, surfaces, pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using high dust control extending frame and in line with the working at heights policy.
- To clean and remove body fluids using safe handling procedures
- To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth.
- To polish furniture as required.
- To clean telephones, including mouthpiece as directed.
- To empty, replace and clean wastepaper bins as directed.
- To remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags and craft waste to be removed in receptacle provided. Waste separation to comply with re-use and recycling processes
- To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
- To carry out all floor maintenance duties as directed, using the procedure as laid down, machinery equipment and materials provided for this purpose. These duties will include the following:
  - Spray cleaning,
  - machine buffing,
  - stripping floors of water based polishes,
  - repolishing floor using water based polishes,
  - machine scrubbing,
  - hand stripping/scrubbing,
  - maintaining unsealed wooden floors with wax polishes where required,
  - the application of oleo resinous seals to wood floors as required, and carpet cleaning.

- To regularly remove all finger scuff marks, splashes etc., from internal glass doors, kick plates, walls and paintwork, and to thoroughly clean these items as required.
- To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.
- To remove graffiti, chewing gum etc., using laid down procedures.
- To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed. This work to be done by operative from floor level.
- To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Site Supervisors.
- To be aware of fire prevention and drill procedures.
- To lock doors and return keys to designated place as required.
- To maintain client confidentiality and security of buildings, closing and locking windows at the end of the day.
- To be responsible for safety, security and appropriate energy conservation within the areas of the school designated for cleaning (in accordance with the procedures of the school)
- To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
- To cover in the absence of cleaning team colleagues.
- To understand and comply with the Council's Health and Safety Policy and to check that all staff and contractors observe the requirements of the Health and Safety at Work Act when on the premises, as reasonably practicable.
- To work those hours required by the nature of the service including evenings and to be a member of the team to be called out in an emergency (e.g. Burglary). To be reasonably available for weekend duties and provide emergency out of hours' access to the school site.
- To take part in the school performance management system.

#### **Other**

- To ensure the school fully reflects the schools' ethos, aims and policies, particularly those relating to equal opportunities and racial equality.
- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors and General Data Protection Regulations (GDPR).
- Comply with policies and procedures relating to child protection, welfare, security, confidentiality, data protection and the reporting of any concerns to the appropriate person.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
- To complete school based induction and any subsequent training.
- The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Staff in school's work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Head Teacher and SLT that are broadly within the level of the post.

This post is subject to an enhanced Criminal Records Bureau disclosure. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Reporting to:** Cleaning Supervisor

**Responsible for:** n/a

## Person specification: Cleaner

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications</b>			
1.	Good literacy skills – able to read and understand instructions	E	A
2.	Good numeracy skills – able to deal with simple calculations and timesheets	E	A
3.	Has successful experience of working in a secondary school context	D	A/I/R
<b>Professional experience and practice</b>			
4.	Knowledge of cleaning machines and materials	D	A/I/R
5.	Reflective and collaborative practitioner	E	A/I/R
6.	Training and willingness to undertake training in cleaning procedures/machines	E	A/I/R
7.	Demonstrate an understanding and proactive approach to safeguarding equal opportunities, health and safety and other policies and practices	E	A/I/R
8.	Act upon advice and feedback and demonstrate ability to coach and mentor	E	A/I/R
<b>Ability and Skills</b>			
9.	Demonstrate ability to work well in collaboration with others	E	A/I/R
10.	Capable of lifting/carrying goods and furniture with assistance where necessary	E	A/I/R
11.	Communicate effectively with children, colleagues, stakeholders etc.	E	A/I/R
12.	Effective time management and organisation skills	E	A/I/R
13.	High standards of personal and professional conduct	E	A/I/R
<b>Personal Attributes</b>			
14.	Personal impact and presence	E	A/I/R
15.	Adaptability to changing circumstances and new ideas	E	A/I/R
16.	Vigour and perseverance	E	A/I/R
17.	Enthusiasm, resilience, reliability and integrity	E	A/I/R
<b>Leytonstone School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.</b>			