



PART-TIME CLEANER

JOB DETAILS:

Salary:

£10.60 gross per hour (aged over 22)

£10.20 gross per hour (aged under 22)

Hours of Work:

The normal working hours for this post during term-time are 10 per week, worked Monday to Friday 6.15 am – 8.15 am with the potential for an additional 10 per week between 3.15 pm - 5.15 pm depending on the postholder. There is an additional requirement to work some of the school holidays.

The postholder will be required to work 40 compulsory hours during school holidays to fit in with the requirements of the school; further details will be provided at interview.

Relationships:

Responsible to: Cleaning Supervisor and Premises Manager

Regular contact with: Cleaning Supervisor, Premises Manager and other cleaners regarding cleaning duties

General liaison with: Other school staff

The post holder will have no supervisory responsibility other than assisting with work familiarisation of peers and new recruits.

BASIC JOB DESCRIPTION

Main Job Purpose:

- 1) Carry out the cleaning of the interior of the school to an agreed standard under the direction of the Cleaning Supervisor or Premises Manager.
- 2) Ensure the highest standards of cleanliness and general hygiene of the school premises.

Main Responsibilities and Duties:

- 1) Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- 2) Be aware of Health and Safety issues around the building and work in accordance with safe practices and Health and Safety legislation.
- 3) Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Cleaning Supervisor or Premises Manager.
- 4) Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.
- 5) Complete any appropriate records or documentation required by the school.
- 6) Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.



- 7) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility involved.
- 8) Comply with all decisions, policies and standing orders of the school and with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 9) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed policy.

Work Environment:

- 1) Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.
- 2) The cleaning duties will be undertaken indoors on school premises. On occasions this may include cleaning up of bodily fluids.
- 3) In addition to cleaning, some lifting may be required.
- 4) Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.

KNOWLEDGE AND SKILLS

Qualifications, Experience and Training

- No formal qualifications or experience required
- Initial training in basic cleaning methods and use of materials and equipment will be provided within the induction period; further training may be provided thereafter as required

Attitude, Motivation and Ability

The post holder will be expected to:

- Be self-motivated
- Take a pride and interest in his or her work
- Have good interpersonal skills and to be able to work co-operatively within a team
- Have the ability to handle confidential information with discretion

Knowledge

The post holder will be expected to familiarise him or herself with:

- The Staff Handbook, including the policies and procedures contained within
- The school's Fire and Emergency procedures
- The school's Child Safeguarding procedures

Other Requirements

- To share the school's commitment to Equal Opportunities
- To undertake an Enhanced Disclosure check by the Disclosure & Barring Service