

## JOB DESCRIPTION

|                       |   |
|-----------------------|---|
| <b>JOB TITLE</b>      | Cleaner                                 |
| <b>GRADE BAND</b>     | J                                       |
| <b>RESPONSIBLE TO</b> | Site Manager / Regional Estates Manager |
| <b>DEPARTMENT</b>     | Estates                                 |
| <b>DATE</b>           | July 2018                               |

|                |  |
|----------------|--|
| <b>SIGNED</b>  |  |
| <b>PRINTED</b> |  |
| <b>DATED</b>   |  |

### SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

### JOB PURPOSE

Under the direction of the line manager to fully contribute to site cleanliness ensuring all facilities are clean and available for use attaining high standards of cleaning and hygiene throughout the school environment.

## MAIN TASKS, DUTIES & RESPONSIBILITIES

Assist with the cleanliness of all areas, such as classrooms, toilets, the sports hall, main hall and any other areas as directed.

- Use of equipment as necessary after training.
- Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.
- Clean body fluid spillages using correct materials and Personal Protective Equipment (PPE).
- Clean all external areas ensuring all litter bins are regularly emptied and cleaned.
- Ensure all refuse is properly placed in the waste contractors bins at all times.
- Ensure that equipment is in a clean, safe & tidy condition.
- Carry out periodic deep cleaning such as light fittings after suitable training.
- Undertake general portering duties required for cleaning including the movement of furniture, equipment and storage of cleaning material

### Security during cleaning

- Ensure that the grounds and building are secure and that trespassers are deterred.
- Ensure that all windows and doors are secured at the end of the day.
- Ensure lights and other equipment are switched off as appropriate

### Organisation

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults
- Operate everyday equipment in accordance with instructions
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required

### Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables

### Health and Safety

- Immediately report to line manager any hazards that have been discovered. Ensure that all works undertaken do not present a hazard to themselves or others.
- Ensure that all fire exits are clear.
- Provide safe handling of cleaning materials.

In accordance with the provisions of the Health and Safety take reasonable care for yourself and others who may be affected by your acts or omissions at work and co-operate with the school so far as is necessary to enable it to perform or comply within its duties under any statutory health and safety provisions.

- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

## **ADDITIONAL DUTIES & RESPONSIBILITIES**

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

## PERSON SPECIFICATION

| <b>Method of Assessment</b><br>This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed         | <b>Essential or Desirable</b> | <b>Application Form</b> | <b>Interview Stage</b> |
|--|-------------------------------|-------------------------|------------------------|
| <b>Qualifications, Education and Training</b>  |                               |                         |                        |
| Cleaning and support services NVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these                     | D                             | X                       |                        |
| Willingness to gain knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures | E                             | X                       | X                      |
| <b>Experience and Knowledge</b>  |                               |                         |                        |
| General cleaning work  | E                             | X                       |                        |
| Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff)   | E                             |                         | X                      |
| <b>Skills and Abilities</b>  |                               |                         |                        |
| Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards and use appropriate equipment                             | E                             |                         | X                      |
| <b>Values and Behaviours</b>   |                               |                         |                        |
| Willingness to participate in development and training opportunities   | E                             |                         | X                      |
| Ability to work on own or as part of a team  | E                             | X                       | X                      |
| <b>Contacts and Relationships</b>  |                               |                         |                        |
| Ability to relate well to children and adults  | E                             |                         | X                      |
| <b>Physical, Mental and Emotional Demands</b>  |                               |                         |                        |
| Undertake bending, lifting, rubbing, scrubbing and stretching in the course of their duties e.g. cleaning, receiving deliveries of goods and equipment.      | E                             | X                       | X                      |
| Setting out and putting away furniture, including high level cleaning.   |                               |                         |                        |
| <b>Special Requirements</b>  |                               |                         |                        |
|  |                               |                         |                        |