# HinchleyWood_FullLogo_CMYKJOB DESCRIPTION: CLEANER

**RESPONSIBLE TO: Shift Coordinator**

**GRADE: Point 11**

**HOURS: As per contract**

# Job purpose

* Undertaking cleaning duties efficiently, safely and to the satisfaction of line manager.
* Assisting, and working as part of a team, in maintaining and cleaning the school to ensure its readiness for teaching and other activities undertaken on the premises.
* Complying with the school’s health and safety policy and ensuring that all duties are conducted following necessary regulations and making use of appropriate/protective clothing, as required.

# Job specification

* Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
* Use appropriate equipment, materials and detergents for designated areas.
* Ensure that the equipment used to undertake cleaning duties is kept in good working order and inform line manager when replenishment of equipment or cleaning materials required, and if there is a fault with equipment.
* Ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area.
* Report any damage or maintenance required within the school premises to line manager.
* Ensure that windows are shut, lights turned off and doors locked before leaving the area.
* Empty bins into appropriate refuse sacks and take waste to the appropriate disposal point, ensuring safe working practices with, for example, broken glass.
* Ensure all areas designated are cleaned on a daily basis to the required standard, referring to the schedule of work.
* Undertake seasonal duties as required, for example duties during the school holiday periods may differ at the discretion of line manager and the headteacher.
* Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
* Undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage.
* To carry out additional duties outside of usual remit, eg litter picking, chair stacking, as required.
* Attend relevant meetings and training sessions, as required.
* Follow the signing in and out procedures in place at the time of starting work and when finishing work.

**General**

* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* To uphold the school's policy in respect of safeguarding and child protection matters.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
* All staff members participate in the school’s performance management scheme.
* The postholder may be required to perform any other reasonable tasks after consultation.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_postholder Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# CLEANER: PERSON SPECIFICATION

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| **Qualifications and Experience** | **Essential**  **Desirable**   * Educated to at least GCSE grade C standard or equivalent in English and mathematics. * Experience of cleaning in a busy environment. * Experience of using a range of cleaning equipment and materials. |
| **Knowledge and Skills** | **Essential**   * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Good verbal and written communication skills appropriate to the need to communicate effectively. * Good standard of literacy skills. * Ability to absorb and understand a wide range of information.   **Desirable**   * Working knowledge of relevant policies, procedures and codes of practice, health and safety. |
| **Personal Qualities** | **Essential**   * Ability to build and form good relationships with students and colleagues. * Ability to reach and bend, and move light furniture and equipment. * Able to follow direction from line manager. * Initiative and ability to prioritise one’s own work even when under pressure. * Able to work flexibly to support others and respond to unplanned situations. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the school’s ethos, aims and its whole community. |